

Republic of the Philippines
Department of Energy
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Department of Energy in the CSC website:



MA. CECILIA P. BALDOS
Chief Administrative Officer
Human Resource Management Division

Date: August 20, 2021

No of Vacancies	Position Title	Plan/Item Number	Salary Grade	Monthly Salary (PhP)	Qualification Standards					Place of Assignment (All in Manila Office, except otherwise stated)	Email Address
					Education	Training	Experience	Eligibility	Competency (if applicable)		
BUREAU VACANCIES											
1	Supervising Science Research Specialist	OSEC-DOEB-SVRSRS-60-2002	22	68,415.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Professional / Second level eligibility	N/A	Power Market Development Division	recruitment@doe.gov.ph
1	Senior Science Research Specialist	OSEC-DOEB-SRSRS-40-2002	19	48,313.00	Bachelor's degree relevant to the job (such as Electrical Engineering)	8 hours of relevant training	2 years of relevant experience	CS Professional / Second level eligibility	N/A	Power Planning and Development Division	recruitment@doe.gov.ph
1	Senior Science Research Specialist	OSEC-DOEB-SRSRS-40-2002	19	48,313.00	Bachelor's degree relevant to the job (such as Electrical Engineering)	8 hours of relevant training	2 years of relevant experience	CS Professional / Second level eligibility	N/A	Power Planning and Development Division	recruitment@doe.gov.ph
1	Science Research Specialist II	OSEC-DOEB-SRAS2-13-2015	16	36,628.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional / Second level eligibility	N/A	Rural Electrification Administration and Management Division	recruitment@doe.gov.ph
1	Science Research Specialist II	OSEC-DOEB-SRAS2-25-2015	16	36,628.00	Bachelor's degree relevant to the job (such as Economics, Development Studies, Public Administration, Legal Management, Statistics, Electrical, Mechanical & Management Engineering)	4 hours of relevant training	1 year of relevant experience	CS Professional / Second level eligibility	N/A	Power Planning and Development Division	recruitment@doe.gov.ph
2	Science Research Specialist II	OSEC-DOEB-SRAS2-8-2020 & 111-2002	16	36,628.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional / Second level eligibility	N/A	Alternative Fuels and Energy Technology Division	recruitment@doe.gov.ph
4	Science Research Specialist II	OSEC-DOEB-SRAS2-10, 11, 12-2020 & 77-2002	16	36,628.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional / Second level eligibility	N/A	Energy Efficiency and Conservation Performance Regulation and Enforcement Division	recruitment@doe.gov.ph
1	Science Research Specialist II	OSEC-DOEB-SRAS2-13-2020	16	36,628.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional / Second level eligibility	N/A	Energy Efficiency and Conservation Public Sector Management Division	recruitment@doe.gov.ph
1	Science Research Specialist I	OSEC-DOEB-SRAS1-20-2002	13	28,276.00	Bachelor's degree relevant to the job	None required	None required	CS Professional / Second level eligibility	N/A	Rural Electrification Administration and Management Division	recruitment@doe.gov.ph
1	Science Research Specialist I	OSEC-DOEB-SRAS1-21-2015	13	28,276.00	Bachelor's degree relevant to the job (such as Electrical Engineering)	None required	None required	CS Professional / Second level eligibility	N/A	Power Planning and Development Division	recruitment@doe.gov.ph
2	Science Research Specialist I	OSEC-DOEB-SRAS1-11, 17-2015	13	28,276.00	Bachelor's degree relevant to the job	None required	None required	CS Professional / Second level eligibility	N/A	Power Market Development Division	recruitment@doe.gov.ph
2	Science Research Specialist I	OSEC-DOEB-SRAS1-20, 21-2010	13	28,276.00	Bachelor's degree relevant to the job	None required	None required	CS Professional / Second level eligibility	N/A	National Renewable Energy Board Technical Services and Management Division	recruitment@doe.gov.ph
1	Science Research Specialist I	OSEC-DOEB-SRAS1-13, 14, 15-2020	13	28,276.00	Bachelor's degree relevant to the job	None required	None required	CS Professional / Second level eligibility	N/A	Energy Efficiency and Conservation Performance Regulation and Enforcement Division	recruitment@doe.gov.ph
2	Science Research Specialist I	OSEC-DOEB-SRAS1-17, 18-2020	13	28,276.00	Bachelor's degree relevant to the job	None required	None required	CS Professional / Second level eligibility	N/A	Energy Efficiency and Conservation Public Sector Management Division	recruitment@doe.gov.ph
1	Science Research Specialist I	OSEC-DOEB-SRAS1-11-2010	13	28,276.00	Bachelor's degree relevant to the job	None required	None required	CS Professional / Second level eligibility	N/A	Solar and Wind Energy Management Division	recruitment@doe.gov.ph
1	Administrative Assistant I (Secretary I)	OSEC-DOEB-ADAS1-17-2006	7	17,179.00	Completion of two (2) years college studies	None required	None required	CS Subprofessional / First level eligibility	N/A	Energy Policy and Planning Bureau - Office of the Director	recruitment@doe.gov.ph

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					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Administrative Aide VI (Clerk III)	OSEC-DOEB-ADA6-1-2015	6	16,200.00	Completion of two (2) years college studies	None required	None required	CS Subprofessional / First level eligibility	N/A	Energy Efficiency and Conservation Program Management and Technology Promotion Division	recruitment@doe.gov.ph
1	Administrative Aide VI (Clerk III)	OSEC-DOEB-ADA6-16-2020	6	16,200.00	Completion of two (2) years college studies	None required	None required	CS Subprofessional / First level eligibility	N/A	Energy Efficiency and Conservation Performance Regulation and Enforcement Division	recruitment@doe.gov.ph
1	Administrative Aide VI (Clerk III)	OSEC-DOEB-ADA6-16-2020	6	16,200.00	Completion of two (2) years college studies	None required	None required	CS Subprofessional / First level eligibility	N/A	Energy Efficiency and Conservation Public Sector Management Division	recruitment@doe.gov.ph
1	Administrative Aide VI (Clerk III)	OSEC-DOEB-ADA6-13-2012	6	16,200.00	Completion of two (2) years college studies	None required	None required	CS Subprofessional / First level eligibility	N/A	Alternative Fuels and Energy Technology Division	recruitment@doe.gov.ph
1	Administrative Aide III (Utility Worker II)	OSEC-DOEB-ADA3-27-2006	3	13,572.00	Elementary School Graduate	None required	None required	None required	N/A	Mindanao Field Office - Office of the Director	recruitment@doe.gov.ph

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SERVICE VACANCIES											
1	Attorney III	OSEC-DOEB-ATY3-13-2015	21	60,901.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080 (BAR)	N/A	Downstream Conventional Energy Legal Services Division	recruitment_services@doe.gov.ph
1	Computer Maintenance Technologist III	OSEC-DOEB-CTMT3-6-2002	17	39,986.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional / Second level eligibility	N/A	Information Services Division	recruitment_services@doe.gov.ph
1	Technical Audit Specialist I	OSEC-DOEB-TASP1-6-2016	13	28,276.00	Bachelor's degree relevant to the job (such as Accountancy or Commerce major in Accounting)	None required	None required	CS Professional / Second level eligibility	N/A	Power Compliance Division	recruitment_services@doe.gov.ph
2	Technical Audit Specialist I	OSEC-DOEB-TASP1-1 & 21-2016	13	28,276.00	Bachelor's degree relevant to the job (such as Accountancy or Commerce major in Accounting)	None required	None required	CS Professional / Second level eligibility	N/A	Conventional Energy Resources Compliance Division	recruitment_services@doe.gov.ph
1	Science Research Specialist I	OSEC-DOEB-SRAS1-24-2002	13	28,276.00	Bachelor's degree relevant to the job	None required	None required	CS Professional / Second level eligibility	N/A	Consumer Welfare and Promotion Staff	recruitment_services@doe.gov.ph
2	Science Research Specialist I	OSEC-DOEB-SRAS1-25 & 27-2002	13	28,276.00	Bachelor's degree relevant to the job (such as Electrical, Electronics & Mechanical Engineering)	None required	None required	CS Professional / Second level eligibility	N/A	Lighting and Appliance Testing Division	recruitment_services@doe.gov.ph
1	Science Research Specialist I	OSEC-DOEB-SRAS1-22-2002	13	28,276.00	Bachelor's degree relevant to the job	None required	None required	CS Professional / Second level eligibility	N/A	Geoscientific Research Fuel Testing Laboratory Division	recruitment_services@doe.gov.ph
1	Administrative Assistant III (Senior Bookkeeper)	OSEC-DOEB-ADASS-7-2006	9	19,552.00	Completion of two (2) years college studies	4 hours of relevant training	1 year of relevant experience	CS Subprofessional / First level eligibility	N/A	Accounting Division	recruitment_services@doe.gov.ph
1	Administrative Assistant II (Disbursing Officer II)	OSEC-DOEB-ADAS2-28-2006	8	18,251.00	Completion of two (2) years college studies	4 hours of relevant training	1 year of relevant experience	CS Subprofessional / First level eligibility	N/A	Treasury Division	recruitment_services@doe.gov.ph
1	Administrative Assistant II (Human Resource Management Assistant)	OSEC-DOEB-ADAS2-26-2006	8	18,251.00	Completion of two (2) years college studies	4 hours of relevant training	1 year of relevant experience	CS Subprofessional / First level eligibility	N/A	Human Resource Management Division	recruitment_services@doe.gov.ph
1	Administrative Assistant I (Secretary I)	OSEC-DOEB-ADAS1-15-2006	7	17,179.00	Completion of two (2) years college studies	None required	None required	CS Subprofessional / First level eligibility	N/A	Legal Service - Office of the Director	recruitment_services@doe.gov.ph
1	Laboratory Technician I	OSEC-DOEB-LABT1-22-2002	6	16,200.00	Completion of two (2) years college studies	None required	None required	CSC MC No. 11, s. 1996 Category II Lab Tech Eligibility	N/A	Geoscientific Research Fuel Testing Laboratory Division	recruitment_services@doe.gov.ph
1	Administrative Aide IV (Mechanic I)	OSEC-DOEB-ADA4-16-2006	4	14,400.00	High School Graduate or Completion of relevant vocational/trade courses	None required	None required	Category II CSC MC No. 11, s. 1996 (Mechanic Eligibility)	N/A	General Services Division	recruitment_services@doe.gov.ph
1	Administrative Aide II (Messenger)	OSEC-DOEB-ADA2-12-2006	3	13,572.00	Elementary School Graduate	None required	None required	None required	N/A	General Services Division	recruitment_services@doe.gov.ph

Interested and qualified applicants should submit the following documents through email at recruitment@doe.gov.ph, on or before August 31, 2021.

1. Application Letter, indicating the position title, item number, and place of assignment of the vacant position being applied for;
2. Fully accomplished Personal Data Sheet (PDS), with recent passport-sized picture (CS Form No. 212, Revised 2017), which can be downloaded at www.csc.gov.ph;
3. Fully accomplished DOE Application Form which can be downloaded at www.doe.gov.ph;
4. Performance rating for the last rating period (if applicable);
5. Scanned copy of certificate of eligibility/rating/license; and
6. Scanned copy of College Diploma and Transcript of Records.

For more details on the Guidelines of Application, visit www.doe.gov.ph.

QUALIFIED APPLICANTS are advised to address their application letter to:
MA. CECILIA P. BALDOS
 Chief Administrative Officer, Human Resource Management Division
 Energy Center, Rizal Drive cor. 34th Street, Bonifacio Global City, Taguig City
recruitment@doe.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED

cc: Office of the Secretary, DOE
 Undersecretary R.B. Uy
 Director P.A. Avelino, Jr.