



Republic of the Philippines  
DEPARTMENT OF ENERGY

## VACANT POSITION

REGION 13: AGENCY: DEPARTMENT OF ENERGY  
POSITION: **ADMINISTRATIVE OFFICER IV**  
PLACE OF ASSIGNMENT: ACCOUNTING DIVISION  
ITEM NUMBER: OSEC-DOEB-ADOF4- 27 -2006  
SALARY GRADE: 15  
QUALIFICATION STANDARDS:  
EDUCATION: BACHELOR'S DEGREE IN BUSINESS  
ADMINISTRATION/COMMERCE  
MAJOR IN ACCOUNTING  
EXPERIENCE: ONE (1) YEAR OF RELEVANT EXPERIENCE  
TRAINING: FOUR (4) HOURS OF RELEVANT TRAINING  
ELIGIBILITY: CS PROFESSIONAL, SECOND LEVEL ELIGIBILITY

Interested applicants are requested to submit their application letters together with their updated Personal Data Sheets (PDS) or comprehensive resume with recent ID picture to the Human Resource Management Division (HRMD) on or before July 02, 2007.

(Sgd.)  
EFREN L. BALAOING

18 JUNE 2007