

ANNOUNCEMENT OF VACANT POSITIONS

**ATTACHED IS THE LIST OF
VACANT POSITIONS FOR
FILLING-UP. 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 ON OR
BEFORE 27 JUNE 2007.**

VACANT POSITION

REGION 13: AGENCY: DEPARTMENT OF ENERGY
POSITION: **ADMINISTRATIVE ASSISTANT V (PRIVATE SECRETARY I)**
PLACE OF ASSIGNMENT: OFFICE OF THE ASSISTANT SECRETARY
ITEM NUMBER: OSEC-DOEB-ADAS5- 12 -2006
SALARY GRADE: 11
QUALIFICATION STANDARDS:
EDUCATION: COMPLETION OF TWO (2) YEARS COLLEGE STUDIES
EXPERIENCE: NONE REQUIRED
TRAINING: NONE REQUIRED
ELIGIBILITY: NONE REQUIRED

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 June 27, 2007.

EFREN L. BALAOING

13 June 2007