

ANNOUNCEMENT OF VACANT POSITION

REGION 13: AGENCY: DEPARTMENT OF ENERGY
POSITION: **ADMINISTRATIVE AIDE VI (CLERK III)**
PLACE OF ASSIGNMENT: CONSUMER WELFARE AND PROMOTIONS STAFF
ITEM NUMBER: OSEC-DOEB-ADA6-7-2006
SALARY GRADE: 6
QUALIFICATION STANDARDS:
EDUCATION: COMPLETION OF TWO (2) YEARS COLLEGE STUDIES
EXPERIENCE: NONE REQUIRED
TRAINING: NONE REQUIRED
ELIGIBILITY: CS SUBPROFESSIONAL, FIRST LEVEL ELIGIBILITY

INTERESTED APPLICANTS MUST SUBMIT THEIR APPLICATION LETTERS TOGETHER WITH THEIR UPDATED PERSONAL DATA SHEETS (PDS) AND RECENT PHOTO TO THE HUMAN RESOURCE MANAGEMENT DIVISION ON OR BEFORE 18 JANUARY 2010.

EFREN L. BALAOING
CHIEF ADMINISTRATIVE OFFICER
HUMAN RESOURCE MANAGEMENT DIVISION

08 January 2010