

MEMORANDUM

15 October 2008

TO : ALL DOE EMPLOYEES/APPLICANTS

*FROM : OIC-CHIEF A. V. MANGA
Human Resource Management Division*

*SUBJECT: ANNOUNCEMENT OF VACANT
POSITIONS*

We are inviting qualified applicants (including DOE next-in-rank employees) to apply for the vacant positions listed in the attached sheet. 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 25 October 2008.

Only those who filed their application letters will be considered to these vacant positions.

VACANT POSITIONS

REGION 13: AGENCY: DEPARTMENT OF ENERGY
POSITION: SENIOR SCIENCE RESEARCH SPECIALIST (2 vacancies)
PLACE OF ASSIGNMENT: ALTERNATIVE FUELS AND ENERGY TECHNOLOGY
DIVISION, POWER MARKET DEVELOPMENT DIVISION
ITEM NUMBER: OSEC-DOEB-SRSRS-60, 50- 2002
SALARY GRADE: 19
QUALIFICATION STANDARDS:
EDUCATION: BACHELOR'S DEGREE RELEVANT TO THE JOB
EXPERIENCE: TWO (2) YEARS OF RELEVANT EXPERIENCE
TRAINING: EIGHT (8) HOURS OF RELEVANT TRAINING
ELIGIBILITY: CS PROFESSIONAL, SECOND LEVEL ELIGIBILITY

REGION 13: AGENCY: DEPARTMENT OF ENERGY
POSITION: SCIENCE RESEARCH SPECIALIST II (8 vacancies)
PLACE OF ASSIGNMENT: LIGHTING AND APPLIANCE TESTING DIVISION
RURAL ELECTRIFICATION ADMINISTRATION AND
MANAGEMENT DIVISION, ENERGY INDUSTRY
MANAGEMENT DIVISION(VISAYAS FIELD OFFICE)
POWER PLANNING AND DEVELOPMENT DIVISION
POWER MARKET DEVELOPMENT DIVISION
ITEM NUMBER: OSEC-DOEB-SRAS2-125, 50,105,108, 43, 44,47,120-2002
SALARY GRADE: 16
QUALIFICATION STANDARDS:
EDUCATION: BACHELOR'S DEGREE RELEVANT TO THE JOB
EXPERIENCE: ONE (1) YEAR OF RELEVANT EXPERIENCE
TRAINING: FOUR (4) HOURS OF RELEVANT TRAINING
ELIGIBILITY: CS PROFESSIONAL, SECOND LEVEL ELIGIBILITY

REGION 13: AGENCY: DEPARTMENT OF ENERGY
POSITION: SCIENCE RESEARCH SPECIALIST I (2 vacancies)
PLACE OF ASSIGNMENT: LIGHTING AND APPLIANCE TESTING DIVISION
POLICY FORMULATION AND RESEARCH DIVISION
ITEM NUMBER: OSEC-DOEB-SRAS1-27, 16-2002
SALARY GRADE: 13
QUALIFICATION STANDARDS:
EDUCATION: BACHELOR'S DEGREE RELEVANT TO THE JOB
EXPERIENCE: NONE REQUIRED
TRAINING: NONE REQUIRED
ELIGIBILITY: CS PROFESSIONAL, SECOND LEVEL ELIGIBILITY

REGION 13: AGENCY: DEPARTMENT OF ENERGY
POSITION: SCIENCE RESEARCH ANALYST
PLACE OF ASSIGNMENT: LIGHTING AND APPLIANCE TESTING DIVISION
ITEM NUMBER: OSEC-DOEB-SRAN-50-2002
SALARY GRADE: 11
QUALIFICATION STANDARDS:
EDUCATION: BACHELOR'S DEGREE RELEVANT TO THE JOB
EXPERIENCE: NONE REQUIRED
TRAINING: NONE REQUIRED
ELIGIBILITY: CS PROFESSIONAL, SECOND LEVEL ELIGIBILITY

REGION 13: AGENCY: DEPARTMENT OF ENERGY
POSITION: ADMINISTRATIVE OFFICER II
PLACE OF ASSIGNMENT: GENERAL SERVICES DIVISION
ITEM NUMBER: OSEC-DOEB-ADOF2-25-2006
SALARY GRADE: 11
QUALIFICATION STANDARDS:
EDUCATION: BACHELOR'S DEGREE RELEVANT TO THE JOB
EXPERIENCE: NONE REQUIRED
TRAINING: NONE REQUIRED
ELIGIBILITY: CS PROFESSIONAL, SECOND LEVEL ELIGIBILITY

REGION 13: AGENCY: DEPARTMENT OF ENERGY
POSITION: INTERNAL AUDITOR II
PLACE OF ASSIGNMENT: INTERNAL AUDIT STAFF
ITEM NUMBER: OSEC-DOEB-IAUD-27-2006
SALARY GRADE: 15
QUALIFICATION STANDARDS:
EDUCATION: BACHELOR'S DEGREE RELEVANT TO THE JOB
EXPERIENCE: ONE (1) YEAR OF RELEVANT EXPERIENCE
TRAINING: FOUR (4) HOURS OF RELEVANT TRAINING
ELIGIBILITY: CS PROFESSIONAL, SECOND LEVEL ELIGIBILITY

REGION 13: AGENCY: DEPARTMENT OF ENERGY
POSITION: INVESTMENTS SPECIALIST
PLACE OF ASSIGNMENT: INVESTMENT PROMOTION STAFF
ITEM NUMBER: OSEC-DOEB-IMENTS-133-2002
SALARY GRADE: 15
QUALIFICATION STANDARDS:
EDUCATION: BACHELOR'S DEGREE RELEVANT TO THE JOB
EXPERIENCE: ONE (1) YEAR OF RELEVANT EXPERIENCE
TRAINING: FOUR (4) HOURS OF RELEVANT TRAINING
ELIGIBILITY: CS PROFESSIONAL, SECOND LEVEL ELIGIBILITY

REGION 13: AGENCY: DEPARTMENT OF ENERGY
POSITION: ADMINISTRATIVE AIDE VI (CLERK III) (2 vacancies)
PLACE OF ASSIGNMENT: NATURAL GAS MANAGEMENT DIVISION
HUMAN RESOURCE MANAGEMENT DIVISION
ITEM NUMBER: OSEC-DOEB-ADA6-29, 9-2006
SALARY GRADE: 6
QUALIFICATION STANDARDS:
EDUCATION: COMPLETION OF TWO YEARS COLLEGE STUDIES
EXPERIENCE: NONE REQUIRED
TRAINING: NONE REQUIRED
ELIGIBILITY: CS SUBPROFESSIONAL, FIRST LEVEL ELIGIBILITY

REGION 13: AGENCY: DEPARTMENT OF ENERGY
POSITION: ADMINISTRATIVE ASSISTANT I
PLACE OF ASSIGNMENT: ENERGY RESEARCH TESTING AND LABORATORY
SERVICES
ITEM NUMBER: OSEC-DOEB-ADAS1-18-2006
SALARY GRADE: 7
QUALIFICATION STANDARDS:
EDUCATION: COMPLETION OF TWO YEARS COLLEGE STUDIES
EXPERIENCE: NONE REQUIRED
TRAINING: NONE REQUIRED
ELIGIBILITY: CS SUBPROFESSIONAL, FIRST LEVEL ELIGIBILITY

REGION 13: AGENCY: DEPARTMENT OF ENERGY
POSITION: CHIEF SCIENCE RESEARCH SPECIALIST (3 vacancies)
PLACE OF ASSIGNMENT: POWER PLANNING AND DEVELOPMENT DIVISION
POWER MARKET DEVELOPMENT DIVISION
RURAL ELECTRIFICATION ADMINISTRATION AND
MANAGEMENT DIVISION
ITEM NUMBER: OSEC-DOEB-CSRS-13,14,15-2002
SALARY GRADE: 24
QUALIFICATION STANDARDS:
EDUCATION: MASTERAL DEGREE
EXPERIENCE: FOUR (4) YEARS IN POSITION/S INVOLVING MANAGEMENT AND
SUPERVISION
TRAINING: TWENTY (24) HOURS OF TRAINING IN MANAGEMENT AND
SUPERVISION
ELIGIBILITY: CS PROFESSIONAL, SECOND LEVEL ELIGIBILITY

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