

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 01
November 2007.**

VACANT POSITIONS

REGION 13: AGENCY: DEPARTMENT OF ENERGY
POSITION: **CHIEF ADMINISTRATIVE OFFICER (PUBLIC RELATIONS OFFICER V)**
PLACE OF ASSIGNMENT: PUBLIC AFFAIRS STAFF
ITEM NUMBER: OSEC-DOEB-CADOF-28-2006
SALARY GRADE: 24
QUALIFICATION STANDARDS:
EDUCATION: MASTER'S DEGREE
EXPERIENCE: 4 YEARS IN POSITION/S INVOLVING MANAGEMENT AND SUPERVISION
TRAINING: 24 HOURS OF TRAINING IN MANAGEMENT AND SUPERVISION
ELIGIBILITY: CS PROFESSIONAL, SECOND LEVEL ELIGIBILITY

REGION 13: AGENCY: DEPARTMENT OF ENERGY
POSITION: **SUPERVISING ADMINISTRATIVE OFFICER (PUBLIC RELATIONS OFFICER IV)**
PLACE OF ASSIGNMENT: PUBLIC AFFAIRS STAFF
ITEM NUMBER: OSEC-DOEB-SADOF-19-2006
SALARY GRADE: 22
QUALIFICATION STANDARDS:
EDUCATION: BACHELOR'S DEGREE RELEVANT TO THE JOB
EXPERIENCE: 3 YEARS OF RELEVANT EXPERIENCE
TRAINING: 16 HOURS OF RELEVANT TRAINING
ELIGIBILITY: CS PROFESSIONAL, SECOND LEVEL ELIGIBILITY

REGION 13: AGENCY: DEPARTMENT OF ENERGY
POSITION: **ADMINISTRATIVE OFFICER V (PUBLIC RELATIONS OFFICER III)**
PLACE OF ASSIGNMENT: PUBLIC AFFAIRS STAFF
ITEM NUMBER: OSEC-DOEB-ADOF5-32-2006
SALARY GRADE: 18
QUALIFICATION STANDARDS:
EDUCATION: BACHELOR'S DEGREE RELEVANT TO THE JOB
EXPERIENCE: 2 YEARS OF RELEVANT EXPERIENCE
TRAINING: 8 HOURS OF RELEVANT TRAINING
ELIGIBILITY: CS PROFESSIONAL, SECOND LEVEL ELIGIBILITY

REGION 13: AGENCY: DEPARTMENT OF ENERGY
POSITION: **ADMINISTRATIVE ASSISTANT IV (PHOTOGRAPHER III)**
PLACE OF ASSIGNMENT: PUBLIC AFFAIRS STAFF
ITEM NUMBER: OSEC-DOEB-ADAS4-8-2006
SALARY GRADE: 10
QUALIFICATION STANDARDS:
EDUCATION: HIGH SCHOOL GRADUATE OR COMPLETION OF RELEVANT
VOCATIONAL/ TRADE COURSE
EXPERIENCE: 2 YEARS OF RELEVANT EXPERIENCE
TRAINING: 8 HOURS OF RELEVANT TRAINING
ELIGIBILITY: PHOTOGRAPHER (MC # 11, s. 1996)

REGION 13: AGENCY: DEPARTMENT OF ENERGY
POSITION: **ADMINISTRATIVE AIDE VI (CLERK III) (2 vacancies)**
PLACE OF ASSIGNMENT: CONSUMER WELFARE AND PROMOTION STAFF
INVESTMENT PROMOTION STAFF
ITEM NUMBER: OSEC-DOEB-ADA6-7, 6-2006
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