

MEMORANDUM

29 April 2011

TO : ALL DOE EMPLOYEES/APPLICANTS

FROM : *A. G. Dionisio*
A.G. DIONISIO
Human Resource Management Division

SUBJECT: ANNOUNCEMENT OF VACANT POSITIONS

We are inviting qualified applicants (including next-in-rank employees) to apply for the vacant positions listed in the attached sheets. 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 09 May 2011.

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

LIST OF VACANT POSITIONS

REGION 13: AGENCY: DEPARTMENT OF ENERGY
POSITION: **SENIOR INVESTMENTS SPECIALIST**
PLACE OF ASSIGNMENT: INVESTMENT PROMOTION STAFF
ITEM NUMBER: OSEC-DOEB-SRIWS-27-2002
SALARY GRADE: 18
QUALIFICATION STANDARDS:
EDUCATION: BACHELOR'S DEGREE RELEVANT TO THE JOB
EXPERIENCE: TWO (2) YEARS OF RELEVANT EXPERIENCE
TRAINING: EIGHT (8) HOURS OF RLEVANT TRAINING
ELIGIBILITY: CS PROFESSIONAL, SECOND LEVEL ELIGIBILITY

REGION 13: AGENCY: DEPARTMENT OF ENERGY
POSITION: **INTERNAL AUDITOR III**
PLACE OF ASSIGNMENT: INTERNAL AUDIT STAFF
ITEM NUMBER: OSEC-DOEB-IAUD3-23-2006
SALARY GRADE: 18
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: **FINANCIAL ANALYST I**
PLACE OF ASSIGNMENT: COMPLIANCE DIVISION
ITEM NUMBER: OSEC-DOEB-FINA1-123-2002
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 IV (Budget Officer II)**
PLACE OF ASSIGNMENT: BUDGET DIVISION
ITEM NUMBER: OSEC-DOEB-ADOF4-24-2006
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: **EXECUTIVE ASSISTANT I**
PLACE OF ASSIGNMENT: INFORMATION TECHNOLOGY AND MANAGEMENT
SERVICES
ITEM NUMBER: OSEC-DOEB-EXA1-9-2002
SALARY GRADE: 14
QUALIFICATION STANDARDS:
EDUCATION: BACHELOR'S DEGREE
EXPERIENCE: NONE REQUIRED
TRAINING: NONE REQUIRED
ELIGIBILITY: CS PROFESSIONAL, SECOND LEVEL ELIGIBILITY

REGION 13: AGENCY: DEPARTMENT OF ENERGY
POSITION: **SUPERVISING SCIENCE RESEARCH SPECIALIST (2 Vacancies)**
PLACE OF ASSIGNMENT: HYDROPOWER AND OCEAN ENERGY MANAGEMENT
DIVISION (*For Change of item number only*)
BIOMASS ENERGY MANAGEMENT DIVISION
ITEM NUMBER: OSEC-DOEB-SVSRS-39, 36-2002
SALARY GRADE: 22
QUALIFICATION STANDARDS:
EDUCATION: BACHELOR'S DEGREE RELEVANT TO THE JOB
EXPERIENCE: THREE (3) YEARS OF RELEVANT EXPERIENCE
TRAINING: SIXTEEN (16) HOURS OF RELEVANT TRAINING
ELIGIBILITY: CS PROFESSIONAL, SECOND LEVEL ELIGIBILITY

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REGION 13: AGENCY: DEPARTMENT OF ENERGY
POSITION: **SENIOR SCIENCE RESEARCH SPECIALIST (7 Vacancies)**
PLACE OF ASSIGNMENT: GEOSCIENTIFIC RESEARCH AND FUEL TESTING
LABORATORY DIVISION
GEOTHERMAL AND COAL RESOURCES DEVELOPMENT
DIVISION(*4 Vacancies*)
OIL INDUSTRY COMPETITION AND MONITORING
DIVISION
ENERGY INDUSTRY MANAGEMENT DIVISION (MFO)

ITEM NUMBER: OSEC-DOEB-SRSRS-134, 52, 90, 94, 99, 29, 77-2002

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 (4 Vacancies)**
PLACE OF ASSIGNMENT: GEOTHERMAL AND COAL RESOURCES DEVELOPMENT
DEVELOPMENT (*2 Vacancies*)
SOLAR AND WIND ENERGY MANAGEMENT DIVISION
ENERGY RESOURCE DEVELOPMENT AND UTILIZATION
(MFO)

ITEM NUMBER: OSEC-DOEB-SRAS2-65, 69, 86,104-2002

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

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