MEMORANDUM
25 May 2015

TO : ALL DOE EMPLOYEES/APPLICANTS

FROM : R. T. RAPI
        Human Resource Management Division

SUBJECT: ANNOUNCEMENT OF VACANT POSITIONS

We are inviting qualified applicants 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 04 June 2015.

Only those who filed their application letters will be considered to these vacant positions. Non-submission of updated PDS at the time of application shall not be considered to the vacant positions.
LISTS OF VACANT POSITIONS

REGION 13: AGENCY: DEPARTMENT OF ENERGY
POSITION: **ADMINISTRATIVE OFFICER V** *(Human Resource Management Officer III)*
PLACE OF ASSIGNMENT: HUMAN RESOURCE MANAGEMENT DIVISION
ITEM NUMBER: OSEC-DOEB-ADOF5-13-2006
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: **ACCOUNTANT II**
PLACE OF ASSIGNMENT: ACCOUNTING DIVISION
ITEM NUMBER: OSEC-DOEB-A2-7-2002
SALARY GRADE: 16
QUALIFICATION STANDARDS:
EDUCATION: BACHELOR’S DEGREE IN COMMERCE/BUSINESS ADMINISTRATION MAJOR IN ACCOUNTING
EXPERIENCE: ONE (1) YEAR OF RELEVANT EXPERIENCE
TRAINING: FOUR (4) HOURS OF RELEVANT TRAINING
ELIGIBILITY: RA 1080 (CPA)
REGION 13: AGENCY: DEPARTMENT OF ENERGY
POSITION: SCIENCE RESEARCH SPECIALIST II
PLACE OF ASSIGNMENT: POLICY FORMULATION AND RESEARCH DIVISION
ITEM NUMBER: OSEC-DOEB-SRAS2-17-2002
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
PLACE OF ASSIGNMENT: HYDROPOWER AND OCEAN ENERGY MANAGEMENT DIVISION
ITEM NUMBER: OSEC-DOEB-SRAS1-18-2010
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: **ADMINISTRATIVE ASSISTANT III (Computer Operator II)**
PLACE OF ASSIGNMENT: INFORMATION SERVICES DIVISION
ITEM NUMBER: OSEC-DOEB-ADAS3-9-2006
SALARY GRADE: 9
QUALIFICATION STANDARDS:
EDUCATION: COMPLETION OF TWO (2) YEARS STUDIES IN COLLEGE
EXPERIENCE: ONE (1) YEAR OF RELEVANT EXPERIENCE
TRAINING: FOUR (4) HOURS OF RELEVANT TRAINING
ELIGIBILITY: CS SUBPROFESSIONAL, FIRST LEVEL ELIGIBILITY

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