

**DOF VACANT POSITIONS
as of April 4, 2017**

ITEM NO.	POSITION TITLE	OFFICE	Salary Grade/Basic Monthly Salary	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
OSEC-DOFB-CADOF-3-2016	Chief Administrative Officer	Central Administration Office	24 P 64,416.00	Masteral Degree or Certificate in Leadership and Management from the CSC	4 years of supervisory/ management experience	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	Career Service Professional
OSEC-DOFB-SADOF-14-2005	Supervising Administrative Officer	Central Financial Management Office	22 P 52,783.00	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service Professional
OSEC-DOFB-A3-1-1998	Accountant III	Central Financial Management Office	19 P 39,151.00	Bachelor's degree in Commerce/Business Administration major in Accounting	2 years of relevant experience	8 hours of relevant training	RA 1080
OSEC-DOFB-ECO5-1-1998	Economist V	Fiscal Policy and Planning Office	24 P 64,416.00	Masteral Degree or Certificate in Leadership and Management from the CSC	4 years of supervisory/ management experience	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	Career Service Professional
OSEC-DOFB-ECO2-10-1998	Economist II	Fiscal Policy and Planning Office	15 P 27,565.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional
OSEC-DOFB-DMO4-1-1998	Development Management Officer IV	Fiscal Policy and Planning Office	22 P 52,783.00	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service Professional
OSEC-DOFB-PL02-1-1998	Planning Officer II	Fiscal Policy and Planning Office	15 P 27,565.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional

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OSEC-DOFB-PL02-4-1998	Planning Officer II	Fiscal Policy and Planning Office	15 P 27,565.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional
OSEC-DOFB-PL02-5-1998	Planning Officer II	Fiscal Policy and Planning Office	15 P 27,565.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional
OSEC-DOFB-ACHE2-1-2016	Attache II	International Finance Group	25 P 71,476.00	Bachelor's degree relevant to the job	3 years relevant experience	16 hours of relevant training	Career Service Professional
OSEC-DOFB-IAUD5-3-2012	Internal Auditor V	Internal Audit Service	24 P 64,416.00	Masteral Degree or Certificate in Leadership and Management from the CSC	4 years of supervisory/ management experience	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	Career Service Professional
OSEC-DOFB-IAAS-6-2012	Internal Auditing Assistant	Internal Audit Service	8 P 15,818.00	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service Sub Professional
OSEC-DOFB-ATY3-1-1998	Attorney III	Legal Affairs Office	21 P 47,779.00	Bachelor of Laws	1 year of relevant experience	4 hours of relevant training	RA 1080
OSEC-DOFB-ADOF3-6-2005	Administrative Officer III	Legal Affairs Office	14 P 25,290.00	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service Professional
OSEC-DOFB-LEA2-1-1998	Legal Assistant II	Legal Affairs Office	12 P 21,387.00	Bachelor's degree	None required	None required	Career Service Professional
OSEC-DOFB-ADAS3-5-2005	Administrative Assistant III	Legal Affairs Office	9 P 16,986.00	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service Sub Professional
OSEC-DOFB-ATY3-20-2010	Attorney III	Revenue Integrity Protection Service	21 P 47,779.00	Bachelor of Laws	1 year of relevant experience	4 hours of relevant training	RA 1080

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OSEC-DOFB-ATY3-19-2010	Attorney III	Revenue Integrity Protection Service	21 P 47,779.00	Bachelor of Laws	1 year of relevant experience	4 hours of relevant training	RA 1080
OSEC-DOFB-ADAS3-3-2010	Administrative Assistant III	Revenue Integrity Protection Service	9 P 16,986.00	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service Sub Professional
OSEC-DOFB-TXS2-18-1998	Tax Specialist II	Revenue Office	15 P 27,565.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional
OSEC-DOFB-TXS2-20-1998	Tax Specialist II	Revenue Office	15 P 27,565.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional
OSEC-DOFB-TXS2-12-1998	Tax Specialist II	Revenue Office	15 P 27,565.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional
OSEC-DOFB-LEA1-1-1998	Legal Assistant I	Revenue Office	10 P 18,217.00	Bachelor's degree	None required	None required	Career Service Professional
OSEC-DOFB-ADAS2-11-2005	Administrative Assistant II	Revenue Office	8 P 15,818.00	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant experience	Career Service Sub Professional
OSEC-DOFB-ADAS2-9-2005	Administrative Assistant II	Revenue Office	8 P 15,818.00	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant experience	Career Service Sub Professional
OSEC-DOFB-ADA6-12-2005	Administrative Aide VI	Revenue Office	6 P 13,851.00	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service Sub Professional

If interested, please submit to Personnel Services Division (PSD) the following documents for purposes of evaluation:

1. Application letter addressed to Personnel Services Division (PSD)
indicating the Position Title Applying For and its corresponding Office.
2. Duly accomplished Personal Data Sheet (PDS)
3. Photocopy of Transcript of Records and Diploma
4. Photocopy of Certificate of Eligibility
5. Photocopy of Certificate of Relevant training/seminars/scholarship grants
6. Performance Rating for two (2) consecutive rating period (If any)
7. Service Records from other office (if any)