

**DOF VACANT POSITIONS  
as of February 16, 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-4-2016	Supervising Administrative Officer	Central Administration Office	22 P 52,783.00	Bachelor's degree relevant to the job	3 year of relevant experience	16 hours of relevant training	Career Service Professional
OSEC-DOFB-ADOF5-6-2016	Administrative Officer V	Central Administration Office	18 P 35,693.00	Bachelor's degree relevant to the job	2 year of relevant experience	8 hours of relevant training	Career Service Professional
OSEC-DOFB-ADOF5-5-2016	Administrative Officer V	Central Administration Office	18 P 35,693.00	Bachelor's degree relevant to the job	2 year of relevant experience	8 hours of relevant training	Career Service Professional
OSEC-DOFB-ADOF4-9-2005	Administrative Officer IV	Central Administration 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-ADOF4-8-2005	Administrative Officer IV	Central Administration 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-ADOF4-7-2005	Administrative Officer IV	Central Administration 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-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

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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-CFMS-1-1998	Chief Financial Management Specialist	International Finance Operations 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-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-ADAS3-9-2005	Administrative Assistant III	International Finance Group	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-PEO2-1-1998	Project Evaluation Officer II	International Finance Operations 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-IAUD5-2-2012	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-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	41 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	Career Service Professional
OSEC-DOFB-IAUD4-5-2012	Internal Auditor IV	Internal Audit Service	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

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OSEC-DOFB-IAUD4-4-2012	Internal Auditor IV	Internal Audit Service	22 P 52,783.00	Bachelor's degree relevant to the job	4 years of relevant experience	16 hours of relevant training	Career Service Professional
OSEC-DOFB-IAUD3-7-2012	Internal Auditor III	Internal Audit Service	18 P 35,693.00	Bachelor's degree relevant to the job	2 year of relevant experience	8 hours of relevant training	Career Service Professional
OSEC-DOFB-IAUD2-1-2012	Internal Auditor II	Internal Audit Service	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-ADAS3-8-2012	Administrative Assistant III	Internal Audit 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-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-PEO3-5-2002	Project Evaluation Officer III	Municipal Development Fund Office	18 P 35,693.00	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service Professional
OSEC-DOFB-PEO3-4-2002	Project Evaluation Officer III	Municipal Development Fund Office	18 P 35,693.00	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service Professional
OSEC-DOFB-BS2-1-1999	Board Secretary II	Municipal Development Fund Office	17 P 32,747.00	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service Professional
OSEC-DOFB-PEO2-6-2014	Project Evaluation Officer II	Municipal Development Fund 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-DMO2-8-2014	Development Management Officer II	Municipal Development Fund 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-DMO2-7-2014	Development Management Officer II	Municipal Development Fund 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-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

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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
OSEC-DOFB-ATY3-21-2010	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-ATY3-1-2010	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-GPCO2-21-2010	Graft Prevention & Control Officer II	Revenue Integrity Protection Service	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-ADOF4-15-2010	Administrative Officer IV	Revenue Integrity Protection Service	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-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-SVTXS-5-1998	Supervising Tax Specialist	Revenue Office	22 P 52,783.00	Bachelor's degree relevant to the job	3 year of relevant experience	16 hours of relevant training	Career Service Professional
OSEC-DOFB-SVTXS-6-1998	Supervising Tax Specialist	Revenue Office	22 P 52,783.00	Bachelor's degree relevant to the job	3 year of relevant experience	16 hours of relevant training	Career Service Professional
OSEC-DOFB-SVTXS-7-1998	Supervising Tax Specialist	Revenue Office	22 P 52,783.00	Bachelor's degree relevant to the job	3 year of relevant experience	16 hours of relevant training	Career Service Professional
OSEC-DOFB-SRTXS-2-1998	Senior Tax Specialist	Revenue Office	18 P 35,693.00	Bachelor's degree relevant to the job	2 year of relevant experience	8 hours of relevant training	Career Service 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

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OSEC-DOFB-ADA2-7-2005	Administrative Aide II	Revenue Office	2 P 10,667.00	Must be able to read and write; Elementary School graduate	None required	None required	None required

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)