



Republika ng Pilipinas  
Republic of the Philippines  
**Kagawaran ng Tanggulang Pambansa**  
Department of National Defense

**LIST OF VACANT POSITIONS IN THE DND PROPER**  
**(Per DBM Approval dated January 28, 2011)**

POSITION	:	<b>EXECUTIVE ASSISTANT IV, SG-22</b>
ITEM No.	:	EXA4-9-2000
OFFICE ASSIGNMENT	:	Office of the Undersecretary for Civil, Veterans and Reserve Affairs (OUSCVRA)
QUALIFICATION STANDARDS	:	Bachelor's Degree 3 years of experience 16 hours of training in management and supervision CS (Prof) 2 <sup>nd</sup> Level Eligibility
POSITION	:	<b>DIRECTOR III, SG-27</b>
ITEM No.	:	DIR3-29-2000
OFFICE ASSIGNMENT	:	Office of the Assistant Secretary for Plans and Programs (OASPP)
QUALIFICATION STANDARDS	:	Bachelor's Degree 3 years of supervisory experience Training (None required) Career Service Executive Eligibility (CSEE) Career Executive Service (CES)
POSITION	:	<b>PLANNING OFFICER II, SG-15</b>
ITEM No.	:	PLO2-21-2000
OFFICE ASSIGNMENT	:	Office of the Assistant Secretary for Plans and Programs (OASPP)
QUALIFICATION STANDARDS	:	Bachelor's Degree relevant to the job 1 year of relevant experience 4 hours of relevant training CS Prof 2 <sup>nd</sup> Level Eligibility

Please

POSITION	:	<b>PLANNING OFFICER 1, SG-11</b>
ITEM No.	:	PLO1-21-2000
OFFICE ASSIGNMENT	:	Office of the Assistant Secretary for Plans and Programs (OASPP)
QUALIFICATION STANDARDS	:	
Education		Bachelor's degree relevant to the job
Experience		None required
Training		None required
Eligibility		CS Prof 2 <sup>nd</sup> Level Eligibility
POSITION	:	<b>INTELLIGENCE OFFICER II, SG-15</b>
ITEM No.	:	INTELO2-17-2000
OFFICE ASSIGNMENT	:	Office of the Assistant Secretary for Plans and Programs (OASPP)
QUALIFICATION STANDARDS	:	
Education		Bachelor's degree
Experience		1 year of relevant experience
Training		4 hours of relevant training
Eligibility		CS Prof 2 <sup>nd</sup> Level Eligibility
POSITION	:	<b>INTELLIGENCE OFFICER 1, SG-11</b>
ITEM No.	:	INTELO1-18-2000
OFFICE ASSIGNMENT	:	Office of the Assistant Secretary for Plans and Programs (OASPP)
QUALIFICATION STANDARDS	:	
Education		Bachelor's degree
Experience		None required
Training		None required
Eligibility		CS Prof 2 <sup>nd</sup> Level Eligibility
POSITION	:	<b>CHIEF DEFENSE RESEARCH OFFICER, SG-24</b>
ITEM No.	:	CDRO-23-2000
OFFICE ASSIGNMENT	:	Office of the Assistant Secretary for Plans and Programs (OASPP)
QUALIFICATION STANDARDS	:	
Education		Masteral Degree
Experience		4 years in position/s involving management and supervision
Training		24 hours of training in management and supervision
Eligibility		CS Prof 2 <sup>nd</sup> Level Eligibility

Please

POSITION : **DIRECTOR IV, SG-28**  
ITEM No. : DIR4-23-2000  
OFFICE ASSIGNMENT : Information Management Office (IMO)  
QUALIFICATION STANDARDS :  
Education Bachelor's degree  
Experience 3 years of supervisory experience  
Training None required  
Eligibility Career Service Executive Eligibility (CSEE)  
Career Executive Service (CES)

POSITION : **COMPUTER MAINTENANCE TECHNOLOGIST II,  
SG-15**  
ITEM No. : CTMT2-25-2000  
OFFICE ASSIGNMENT : Information Management Office (IMO)

QUALIFICATION STANDARDS :  
Education Bachelor's degree relevant to the job  
Experience 1 year of relevant experience  
Training 4 hours of relevant training  
Eligibility CS Prof 2<sup>nd</sup> Level Eligibility

POSITION : **ADMINISTRATIVE OFFICER III  
(SUPPLY OFFICER II), SG-14**  
ITEM No. : ADOF3-29-2005  
OFFICE ASSIGNMENT : Office of Administrative Service (OAS)

QUALIFICATION STANDARDS :  
Education Bachelor's degree  
Experience 2 years of relevant experience  
Training 8 hours of relevant training  
Eligibility CS Prof 2<sup>nd</sup> Level Eligibility

POSITION : **ATTORNEY III, SG-21**  
ITEM No. : ATY3-4-2010  
OFFICE ASSIGNMENT : Office for Legal Service

QUALIFICATION STANDARDS :  
Education Bachelor of Laws  
Experience 1 year of relevant experience  
Training 4 hours of relevant training  
Eligibility RA 1080

POSITION : **ACCOUNTANT IV, SG-22**  
ITEM No. : A4-27-2000  
OFFICE ASSIGNMENT : Office of the Assistant Secretary for Comptrollership (OASCOM)  
QUALIFICATION STANDARDS :  
Education Bachelor's degree in Commerce/Business  
Major in Accounting  
Experience 3 years of relevant experience  
Training 16 hours of relevant training  
Eligibility RA 1080

Submission of Application is from **February 18 to March 7, 2011**

**Requirements:**

- Application letter with 2x2 Photo
- Personal Data Sheet (PDS) or Curriculum-Vitae
- Diploma/Transcript of Records
- Certificates of training/seminar attended
- Awards/Commendations


For further inquiries/details, please contact:

**Mr Dick P Diolola**, Chief, Civilian Personnel Division (CPD)  
Office of the Assistant Secretary for Personnel (OASPER)  
Department of National Defense (DND), Camp General Emilio Aguinaldo  
Quezon City  
Tel Nos. **911-6397/911-9102/9116001 loc 8341/8329**

Prepared by:

  
**DICK P DIOLOLA**  
Chief, Civilian Personnel Division  
OASPER

Noted by:

  
**LAMBERTO B. SILLONA, CESE**  
Assistant Secretary for Personnel