

Republic of the Philippines
PHILIPPINE NATIONAL OIL COMPANY
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the PHILIPPINE NATIONAL OIL COMPANY in the CSC website:

Date:


OLIVER B. BUTALID

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Senior Vice President	51	JG 16	167,432.00	Master's degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory/ learning and development interventions	5 years of supervisory/ management experience	Career Service Professional/ Second Level Eligibility	Oral and Written Communication, Critical Thinking, Monitoring and Evaluation, Network and Collaboration, Statistics and Data Analysis, Strategic Planning and Technical Writing	Office of the Senior Vice President for Energy Investments/ Taguig City
2	Administrative Assistant IV	7	JG 7	21,129.00	Completion of 2 years studies in College	2 years of relevant experience	8 hours of relevant training	Career Service Sub-Professional/ First Level Eligibility	Advanced knowledge in Google Workspace applications and its functionalities. Excellent organizational skills and a good eye for details, strong written and oral communication skills, and very experienced with administrative tasks such as file organizing, scheduling and appointments and drafting correspondences.	Office of the Corporate Secretary/ Taguig City
3	Internal Auditor IV	14	JG 12	80,003.00	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service Professional/ Second Level Eligibility	Oral and Written Communication, Critical Thinking, Monitoring and Evaluation, Network and Collaboration, Statistics and Data Analysis, Strategic Planning and Technical Writing	Internal Audit Office - Operations Audit Division/ Taguig City
4	Internal Auditor III	15	JG 11	46,725.00	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service Professional/ Second Level Eligibility	Financial Management, Internal Audit Management, Monitoring and Evaluation, Process Improvement, Quality Management, Risk Management, Statistics and Data Analysis, Oral and Written Communication, Critical Thinking	Internal Audit Office - Operations Audit Division/ Taguig City

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5	Internal Auditor II	17	JG 10	36,619.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional/ Second Level Eligibility	Financial Management, Internal Audit Management, Monitoring and Evaluation, Process Improvement, Quality Management, Risk Management, Statistics and Data Analysis, Written and Oral Communication, Critical Thinking	Internal Audit Office - Operations Audit Division/ Taguig City
6	Public Relations Officer V	24	JG 12	80,003.00	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	Career Service (Professional) Second Level Eligibility	Oral and Written Communication, Critical Thinking, Innovation and Creativity, Problem Solving and Decision Making, Network and Collaboration, Stakeholders Relationship Management	Strategy Management Office - Corporate Relations Division/ Taguig City
7	Public Relations Officer III	26	JG 11	46,725.00	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service Professional/ Second Level Eligibility	Oral and Written Communication, Critical Thinking, Innovation and Creativity, Problem Solving and Decision Making, Network and Collaboration, Stakeholders Relationship Management	Strategy Management Office - Corporate Relations Division/ Taguig City
8	Planning Officer V	27	JG 12	80,003.00	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	Career Service (Professional) Second Level Eligibility	Oral and Written Communication, Critical Thinking, Monitoring and Evaluation, Network and Collaboration, Statistics and Data Analysis, Strategic Planning and Technical Writing	Strategy Management Office - Corporate Planning Division/ Taguig City
9	Planning Officer III	200	JG 11	46,725.00	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service Professional/ Second Level Eligibility	Oral and Written Communication, Critical Thinking, Monitoring and Evaluation, Network and Collaboration, Statistics and Data Analysis, Strategic Planning and Technical Writing	Strategy Management Office - Corporate Planning Division/ Taguig City
10	Information Technology Officer II	33	JG 12	80,003.00	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service Professional/ Second Level Eligibility	2-3 years working experience in the processes of accounting, PPE inventory, HRIS, website posting/maintenance, and/or other governmental processes.	Strategy Management Office - Management Information Systems Division/ Taguig City

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11	Information Systems Analyst II	37	JG 10	36,619.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional/ Second Level Eligibility	Oral and Written Communication, Critical Thinking, Data Privacy Management, Information System Management, Information Technology Network Management and Support, Innovation and Creativity, Statistics and Data Analysis, Technical Writing, Use of Technology	Strategy Management Office- Management Information Systems Division/ Taguig City
12	Project Development Officer V	57	JG 12	80,003.00	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	Career Service (Professional) Second Level Eligibility	Business Development, Oral and Written Communication, Critical Thinking, Innovation and Creativity, Monitoring and Evaluation, Network and Collaboration, Statistics and Data Analysis, Technical Advisory, Technical Writing	Business Research and Development Department/ Taguig City
13	Project Development Officer III	59	JG 11	46,725.00	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service Professional/ Second Level Eligibility	Business Development, Oral and Written Communication, Critical Thinking, Innovation and Creativity, Monitoring and Evaluation, Network and Collaboration, Statistics and Data Analysis, Technical Advisory, Technical Writing	Business Research and Development Department/ Taguig City
14	Project Development Officer III	66	JG 11	46,725.00	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service Professional/ Second Level Eligibility	Oral and Written Communication, Environmental Management, Monitoring and Evaluation, Planning and Organizing, Project Management, Technical Writing	Project Management Department/ Taguig City
15	Land Management Officer IV	74	JG 12	80,003.00	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service Professional/ Second Level Eligibility	Oral and Written Communication, Contract Management, Land Dispute Management, Real Estate Management, Security Management, Stakeholders Relationship Management	Asset Management Department - Asset Administration Division/ Taguig City
16	Administrative Assistant IV	82	JG 7	21,129.00	Completion of 2 years studies in College	2 years of relevant experience	8 hours of relevant training	Career Service Sub-Professional/ First Level Eligibility	Advanced knowledge in Google Workspace applications and its functionalities. Excellent organizational skills and a good eye for details, strong written and oral communication skills, and very experienced with administrative tasks such as file organizing, scheduling and	Energy Supply Base Department/ Mabini, Batangas

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17	Bill Collector	93	JG 5	15,586.00	Completion of 2 years studies in College	None Required	None Required	Career Service Sub-Professional/ First Level Eligibility	Document and Records Management. Expert in the preparation of billing documents and transaction reports.	Energy Supply Base Department-Administrative Division/ Mabini, Batangas
18	Administrative Assistant IV	95	JG 7	21,129.00	Completion of 2 years studies in College	2 years of relevant experience	8 hours of relevant training	Career Service Sub-Professional/ First Level Eligibility	Advanced knowledge in Google Workspace applications and its functionalities. Excellent organizational skills and a good eye for details, strong written and oral communication skills, and very experienced with administrative tasks such as file organizing, scheduling and appointments and drafting correspondences.	Park Management Department/ Mariveles, Bataan
19	Engineer IV	107	JG 12	80,003.00	Bachelor's degree in Engineering relevant to the job	3 years of relevant experience	16 hours of relevant training	RA 1080 (Engineer)	Building Maintenance Management, Oral and Written Communication, Document and Records Management	Park Management Department - Construction, Facilities and Equipment Management Division/ Mariveles, Bataan
20	Administrative Assistant IV	160	JG 7	21,129.00	Completion of 2 years studies in College	2 years of relevant experience	8 hours of relevant training	Career Service Sub-Professional/ First Level Eligibility	Advanced knowledge in Google Workspace applications and its functionalities. Excellent organizational skills and a good eye for details, strong written and oral communication skills, and very experienced with administrative tasks such as file organizing, scheduling and appointments and drafting correspondences.	Administrative Services Department/Taguig, City
21	Chief Administrative Officer	170	JG 12	80,003.00	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	Career Service (Professional) Second Level Eligibility	Oral and Written Communication, Document and Records Management, Planning and Organizing, Property Management	Administrative Services Department - Property Management Division/ Taguig City
22	Chief Administrative Officer	175	JG 12	80,003.00	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	Career Service (Professional) Second Level Eligibility	Expert in RA 9184 and with Procurement Specialist Certification Course Level III (Advanced)	Administrative Services Department - Procurement Management Division/ Taguig City

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23	Chief Administrative Officer	180	JG 12	80,003.00	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	Career Service (Professional) Second Level Eligibility	Oral and Written Communication, Contract Management, General Services Administration, Innovation and Creativity, Network and Collaboration, Planning and Organizing, Problem Solving and Decision Making, Procurement Management, Technical Writing	Administrative Services Department - General Services Division/ Taguig City
24	Administrative Officer III	182	JG 11	46,725.00	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service Professional/ Second Level Eligibility	General Services Administration, Health and Safety Management and Security Management. Experience in government procurement process or RA 9184 is required particularly in the drafting of bidding documents.	Administrative Services Department - General Services Division - Building and Facilities Management Section/ Taguig City
25	Engineer III	183	JG 11	46,725.00	Bachelor's degree in Engineering relevant to the job	2 years of relevant experience	8 hours of relevant training	RA 1080 (Engineer)	Extensive experience in operating and maintaining all mechanical systems inside building structures and facilities such as elevators, pumps, generators and fire protection and detection. Experience in government procurement process or RA 9184 is required particularly in the drafting of bidding documents.	Administrative Services Department - General Services Division - Building and Facilities Management Section/ Taguig City
26	Engineer III	184	JG 11	46,725.00	Bachelor's degree in Engineering relevant to the job	2 years of relevant experience	8 hours of relevant training	RA 1080 (Engineer)	Expert in handling the complexities of solar panel installations, including operation and maintenance. Experience in government procurement process or RA 9184 is required particularly in the drafting of bidding documents.	Administrative Services Department - General Services Division - Building and Facilities Management Section/ Taguig City
27	Administrative Officer III	192	JG 11	46,725.00	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service Professional/ Second Level Eligibility	General Services Administration, Transportation, Communication and Document Management. Experience in government procurement process or RA 9184 is required particularly in the drafting of bidding documents.	Administrative Services Department - General Services Division - Transportation and Communication Section/ Taguig City
28	Driver Courier II	196	JG 5	15,586.00	Elementary School Graduate	None Required	None Required	Professional Driver's License (MC 11 s. 1996 - Cat. IV)	Delivering Service Excellence, Exemplifying Integrity, General Services Administration-Transport Management)	Administrative Services Department/Taguig, City

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Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than August 16, 2024.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

OLIVER B. BUTALID
 President & CEO
 PNOC Building VI, Energy Center, Rizal Drive,
 EGC, Taguig
 pnoc.recruitment@gmail.com/
 jobs@pnoc.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.