Electronic copy to be submitted to the CSC FO must be in MS Excel format

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:

OLIVER B. BUTALID
Date:

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	Position Title (Parenthetical Title, if applicable)		Salary/	Monthly Salary						
No.		Plantilla Item No.	Job/ Pay Grade		Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
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, sheduling 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

Salary Qualification Standards Position Title Monthly Plantilla Item Job/ Place of Assignment No. (Parenthetical Title, if Pay Salary Education Training Experience Eligibility Competency (if applicable) applicable) Grade Financial Management, Internal Audit Management, Monitoring and Evaluation, Process Career Service Improvement, Quality Internal Audit Office year of relevant 4 hours of relevant Bachelor's degree Professional/ Second Management, Risk Operations Audit Division/ JG 10 36,619.00 5 Internal Auditor II 17 training relevant to the job experience Level Eligibility Management, Statistics and Taguig City Data Analysis, Written and Oral Communication, Critical Thinking Oral and Written 40 hours of Communication, Critical Master's degree or supervisory/ Certificate in 4 years of supervisory/ Career Service Thinking, Innovation and Strategy Management Office -Public Relations Officer management (Professional) Second Creativity, Problem Solving and Corporate Relations Division/ Leadership and management 6 24 JG 12 80,003.00 learning and experience Level Eligibility Decision Making, Network and Taquiq City Management from the development Collaboration, Stakeholders CSC intervention Relationship Management Oral and Written Communication, Critical Thinking, Innovation and Strategy Management Office -Career Service 2 years of Public Relations Officer 8 hours of relevant Corporate Relations Division/ 26 JG 11 46,725.00 Bachelor's degree relevant Professional/ Second Creativity, Problem Solving and training Level Eligibility Decision Making, Network and Taguig City experience Collaboration, Stakeholders Relationship Management Oral and Written 40 hours of Communication, Critical Master's degree or supervisory/ Career Service Thinking, Monitoring and Strategy Management Office -Certificate in 4 years of supervisory/ management Corporate Planning Division/ (Professional) Second Evaluation, Network and 8 Planning Officer V 27 JG 12 80,003.00 Leadership and management learning and Management from the Level Eligibility Collaboration, Statistics and **Taguig City** experience development Data Analysis, Strategic CSC intervention Planning and Technical Writing Oral and Written Communication, Critical Thinking, Monitoring and Strategy Management Office -2 years of Career Service Bachelor's degree 8 hours of relevant Professional/ Second Evaluation, Network and Corporate Planning Division/ 200 JG 11 46,725.00 relevant 9 Planning Officer III relevant to the job training Collaboration, Statistics and Taguig City Level Eligibility experience Data Analysis, Strategic Planning and Technical Writing 2-3 years working experience in Career Service the processes of accounting, Strategy Management Office-3 years of Bachelor's degree 16 hours of relevant Information Technology Professional/ Second Management Information 80,003.00 PPE inventory, HRIS, website 33 JG 12 relevant 10 training Officer II relevant to the job posting/maintenance, and/or Systems Division/ Taguig City experience Level Eligibility other governmental processes.

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Salary/ Qualification Standards Position Title Plantilla Item Job/ Monthly (Parenthetical Title, if Place of Assignment No. Pay Salary Education Training applicable) Experience Eligibility Competency (if applicable) Grade Oral and Written Communication, Critical Thinking, Data Privacy Management, Information Career Service System Management, Strategy Management Office-Information Systems Bachelor's degree vear of relevant 4 hours of relevant 37 JG 10 36,619.00 Professional/ Second nformation Technology Network Management Information Analyst II relevant to the job experience training Level Eligibility Management and Support, Systems Division/ Taguig City Innovation and Creativity. Statistics and Data Analysis, Technical Writing, Use of Technology Business Development, Oral 40 hours of and Written Communication. Master's degree or supervisory/ Critical Thinking, Innovation and Certificate in 4 years of supervisory/ Career Service Project Development Business Research and management Creativity, Monitoring and 57 JG 12 80,003.00 Leadership and management (Professional) Second Officer V Development Department/ learning and Evaluation, Network and Management from the experience Level Eligibility Taguig City development Collaboration, Statistics and CSC intervention Data Analysis, Technical Advisory, Technical Writing Business Development, Oral and Written Communication, Critical Thinking, Innovation and 13 Project Development 2 years of Career Service **Business Research and** Bachelor's degree 8 hours of relevant Creativity, Monitoring and 59 **JG 11** 46,725.00 relevant Professional/ Second Officer III Development Department/ relevant to the job training Evaluation, Network and experience Level Eligibility Taguig City Collaboration, Statistics and Data Analysis, Technical Advisory, Technical Writing Oral and Written Communication, Environmental 2 years of Career Service Project Development Bachelor's degree 8 hours of relevant Management, Monitoring and Project Management 66 JG 11 46,725.00 relevant Professional/ Second Officer III relevant to the job training Evaluation, Planning and Department/ Taquiq City experience Level Eligibility Organizing, Project Management, Technical Writing Oral and Written Communication, Contract Asset Management 15 Land Management Career Service 3 years of Management, Land Dispute 16 hours of relevant Bachelor's degree Department - Asset JG 12 80,003.00 74 refevant Professional/ Second Management, Real Estate Officer IV relevant to the job training Administration Division/ experience Level Eligibility Management, Security Taguig City Management, Stakeholders Relationship Management Advanced knowledge in Googie Workspace applications and its functionalities. Excellent 16 Administrative Assistant 2 years of Career Service Suborganizational skills and a good **Energy Supply Base** Completion of 2 years 8 hours of relevant 82 JG7 21,129,00 relevant Professional/ First Level eve for details, strong written Department/ Mabini, studies in College training experience Eligibility and oral communication skills. Batangas and very experienced with administrative tasks such as file

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	Position Title (Parenthetical Title, if applicable)	Plantilla Item	Salary/	Monthly		Qualification Standards						
No.		No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment		
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	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, sheduling 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		
	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, sheduling 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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	Position Title	D1	Salary/	, i						
No.	(Parenthetical Title, if applicable)	Plantilla Item No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
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, Transporation, 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 Schhool 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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	Position Title		Salary/	114h/-							
No.	(Parenthetical Title, if applicable)	Plantilla Item No.	Job/ Pay Grade	Monthly Salary	Education	Training	Experience	Eligibility	Competency	(if applicable)	Place of Assignment

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 <u>August 16</u>, 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 ar hand in or send through courier/email their application to:

OLIVER B SUTALID
President & CEO

PNOC Building VI. Pnergy Center, Rizal Drive,

BGC, Taguig

pnoc.recruitment@gmail.com/

jobs@pnoc.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.