

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

4-Oct-24

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Internal Auditor IV	11	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	Building Collaborative, Inclusive Working Relationships, Managing Performance and Coaching for Results, Managing Performance and Coaching for Results, Leading Change, Thinking Strategically and Creatively, and Creating and Nurturing a High Performing Organization, Oral and Written Communication, Critical Thinking, Financial Management, Internal Audit Management, Monitoring and Evaluation, Process Improvement, Quality Management, Risk Management and Statistics and Data Analysis	Internal Audit Office - Operations Audit Division/ Taguig City
2	Public Relations Officer IV	25	JG 12	80,003.00	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	Building Collaborative, Inclusive Working Relationships, Managing Performance and Coaching for Results, Leading Change, Thinking Strategically and Creatively, Creating and Nurturing a High Performing Organization, Oral and Written Communication, Critical Thinking, Innovation and Creativity, Problem Solving and Decision Making, Network Collaboration and Stakeholders Relationship Management	Strategy Management Office - Corporate Relations Division/ Taguig City

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3	Planning Officer IV	28	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	Building Collaborative, Inclusive Working Relationships, Managing Performance and Coaching for Results, Managing Performance and Coaching for Results, Leading Change, Thinking Strategically and Creatively, and Creating and Nurturing a High Performing Organization, Monitoring and Evaluation, Network Collaboration, Statistics and Data Analysis, Strategic Planning Innovation and Technical Writing	Strategy Management Office - Corporate Planning Division/ Taguig City
4	Chief Administrative Officer	96	JG 12	80,003.00	Master's 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	Career Service Professional/ Second Level Eligibility	Building Collaborative, Inclusive Working Relationships, Managing Performance and Coaching for Results, Managing Performance and Coaching for Results, Leading Change, Thinking Strategically and Creatively, and Creating and Nurturing a High Performing Organization	Park Management Department-Support Services Division/Mariveles, Bataan
5	Engineer V	106	JG 12	80,003.00	Bachelor's degree in Engineering relevant to the job	4 years of relevant experience	40 hours of supervisory/ management learning and development intervention	RA 1080 (Engineer)	Building Collaborative, Inclusive Working Relationships, Managing Performance and Coaching for Results, Managing Performance and Coaching for Results, Leading Change, Thinking Strategically and Creatively, and Creating and Nurturing a High Performing Organization	Park Management Department-Construction, Facilities and Equipment Management Division/ Mariveles, Bataan

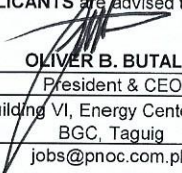
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6	Accountant IV	146	JG 12	80,003.00	Bachelor's degree in Commerce/Business Administration, Major in Accounting	3 years of relevant experience	16 hours of relevant training	RA 1080 (CPA)	Building Collaborative, Inclusive Working Relationships, Managing Performance and Coaching for Results, Managing Performance and Coaching for Results, Leading Change, Thinking Strategically and Creatively, and Creating and Nurturing a High Performing Organization, Communication (Oral and Written), Budget Administration and Control, Financial Management, Planning and Organizing, Problem Solving and Decision Making,	Accounting Department - Accounting Division/ Taguig City
7	Land Management Officer III	76	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	Communication (Oral and Written), Contract Management, Document and Records Management, Land Dispute Management, Real Estate Management, Security Management, Stakeholders Relationship Management	Asset Management Department - Asset Administration Division/ Taguig City
8	Senior Safety Specialist	199	JG 11	46,725.00	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	Building Maintenance Management, Oral and Written Communication, Critical Thinking, Document and Records Management, Environmental Management, Health and Safety Management, Industrial Park Management, Innovation and Creativity, Network and Collaboration, Quality Management, Statistics and Data Analysis, Technical Advisory and Technical Writing	Energy Supply Base Department/Mabini, Batangas
9	Treasury Ops. Officer IV	132	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, Problem Solving and Decision Making, Risk Management and Treasury Management	Treasury Department, Fund Management Division/Taguig City
10	Treasury Ops. Officer IV	137	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, Problem Solving and Decision Making, Risk Management and Treasury Management	Treasury Department, Fund Sourcing Division, Taguig City

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11	Financial Analyst III	155	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	Budget Administration, Oral and Written Communication, Financial Management, Problem Solving and Decision Making	Accounting Department, Financial Analysis and Reporting Division/ Taguig City
12	Financial Analyst III	156	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	Budget Administration, Oral and Written Communication, Financial Management, Problem Solving and Decision Making	Accounting Department, Financial Analysis and Reporting Division/ Taguig City
13	HR Mgmt Officer III	165	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, Competency Management, Data Privacy Management, Human Resource Management and Development, Innovation and Creativity, Organizational Development, Planning and Organizing	Administrative Services Department - Personnel Services Division/ Taguig City
14	Administrative Officer III, Property Management Division	172	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, Document and Records Management, Property Management	Administrative Services Department - Property Management Division/ Taguig City
15	Administrative Officer III, General Services Division, Transportation & Communication Section	191	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, Document and Records Management, Transport Management, General Services Administration	Administrative Services Department - General Services Division - Transportation & Communication Section/ Taguig City

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 November 02, 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
 PNOG Building VI, Energy Center, Rizal Drive,
 BGC, Taguig
jobs@pnoc.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.