

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: November 29, 2024

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	Executive Assistant IV	52	JG 12	80,003.00	Bachelor's degree	16 hours of training	3 years of experience	Career Service Professional/ Second Level Eligibility	Delivering Service Excellence, Exemplifying Integrity, Building Collaborative, Inclusive Working Relationships, Managing Performance and Coaching for Results, Leading Change, Thinking Strategically and Creatively, Thinking Strategically and Creatively, Creating and Nurturing a High Performing Organization, Advance Oral and Written Communication, Critical Thinking, Innovation and Creativity, Network and Collaboration, Planning and Organizing, Problem Solving and Decision Making, Technical Advisory, Technical Writing, Use of Technology	Office of the Senior Vice President for Energy Investments/ Taguig City
2	Driver II	54	JG 5	15,586.00	Elementary school Graduate	none required	none required	Professional Driver's License (MC 11 s. 1996 - as amended CAT. IV)	Delivering Service Excellence, Exemplifying Integrity, Oral and Written Communication, Critical Thinking, Use of Technology	Office of the Senior Vice President for Energy Investments/ Taguig City
3	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	Delivering Service Excellence, Exemplifying, 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

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
4	Driver II	80	JG 5	15,586.00	Elementary school Graduate	none required	none required	Professional Driver's License (MC 11 s. 1996 - as amended CAT. IV)	Delivering Service Excellence, Exemplifying Integrity, Oral and Written Communication, Critical Thinking, Use of Technology	Office of the Senior Vice President for Energy Business/ Taguig City
5	Financial Analyst V	153	JG 12	80,003.00	Master's degree or Certificate in Leadership and Management from CSC	40 hrs supervisory/management learning and development intervention	4 years in position involving management/ supervision	Career Service (Professional) Second Level Eligibility	Delivering Service Excellence, Exemplifying Integrity, Building Collaborative, Inclusive Working Relationships, Managing Performance and Coaching for Results, Leading Change, Thinking Strategically and Creatively, Creating and Nurturing a High Performing Organization, Budget Administration and Control, Oral and Written Communication, Financial Management, Planning and Organizing, Problem Solving and Decision Making	Accounting Department- Financial Analysis and Reporting Division/ BGC, Taguig
6	Accountant III	147	JG 11	46,725.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080 (CPA)	Delivering Service Excellence, Exemplifying Integrity, Budget Administration and Control, Oral and Written Communication, Financial Management, Problem Solving and Decision Making	Accounting Department- Accounting Division/ BGC, Taguig
7	Accountant III	148	JG 11	46,725.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080 (CPA)	Delivering Service Excellence, Exemplifying Integrity, Budget Administration and Control, Oral and Written Communication, Financial Management, Problem Solving and Decision Making	Accounting Department- Accounting Division/ BGC, Taguig
8	Accountant II	149	JG 10	36,619.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (CPA)	Delivering Service Excellence, Exemplifying Integrity, Budget Administration and Control, Oral and Written Communication, Financial Management, Problem Solving and Decision Making	Accounting Department- Accounting Division/ BGC, Taguig

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9	Accountant II	150	JG 10	36,619.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (CPA)	Delivering Service Excellence, Exemplifying Integrity, Budget Administration and Control, Oral and Written Communication, Financial Management, Problem Solving and Decision Making	Accounting Department- Accounting Division/ BGC, Taguig

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 December 10, 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.

agency_name	place_of_assignment	position_title
PHILIPPINE NATIONAL	(Office of the Senior Vice President for Energy Investm	Executive Assi
PHILIPPINE NATIONAL	(Office of the Senior Vice President for Energy Investm	Driver II
PHILIPPINE NATIONAL	(Strategy Management Office - Corporate Planning Div	Planning Office
PHILIPPINE NATIONAL	(Office of the Senior Vice President for Energy Busines	Driver II
PHILIPPINE NATIONAL	(Accounting Department- Financial Analysis and Repor	Financial Analy
PHILIPPINE NATIONAL	(Accounting Department- Accounting Division/ BGC, Tε	Accountant III
PHILIPPINE NATIONAL	(Accounting Department- Accounting Division/ BGC, Tε	Accountant III
PHILIPPINE NATIONAL	(Accounting Department- Accounting Division/ BGC, Tε	Accountant II
PHILIPPINE NATIONAL	(Accounting Department- Accounting Division/ BGC, Tε	Accountant II

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52	JG 12	80003	Career Se	Bachelor's	16 hours	3 years of e
54	JG 5	15586	Profession	Elementary	none req	none require
200	JG 11	46725	Career Se	Bachelor's	2 years	8 hours of re
80	JG 5	15586	Profession	Elementary	none req	none require
153	JG 12	80003	Career Se	Master's d	40 hrs st	4 years in pc
147	JG 11	46725	RA 1080 (I	Bachelor's	8 hours	2 years of re
148	JG 11	46725	RA 1080 (I	Bachelor's	8 hours	2 years of re
149	JG 10	36619	RA 1080 (I	Bachelor's	4 hours	1 year of reli
150	JG 10	36619	RA 1080 (I	Bachelor's	4 hours	1 year of reli

Important things to remember before accomplishing the form:

1. Rows 1 to 17 of the Sheet1 must remain intact and NO row insertions are allowed.
2. Do not rename the label of the sheet tabs ("Sheet1", "Sheet2", and "Instructions").
3. Do not delete any of the sheets.
4. Do not delete the first row of Sheet2. This will serve as the column headers of the data.
5. Do not make changes in the column headers of Sheet2.
6. Do not remove the "Generate Sheet2" command button in Sheet1. This will be used in capturing the data from Sheet1 to Sheet2. The command button is not printable.
7. You may insert as many rows as required from row 18 to list down all the job vacancies. But, make sure that an empty row is in-between the last item of the list and the row containing the "Interested..." statement.
8. The statement following the list of the job vacancies, which contains the words "not later than..." must strictly follow this format: "Interested... not later than <space> <closing date> (e.g. December 29, 2019)". Space in-between the words "not later than" and the closing date is very much critical. Closing date must be in this pattern: Month DD, YYYY
9. Merged cells should NOT be unmerged.
10. Do not enter multiple positions in one (1) row. Each row corresponds to ONLY one position.
11. For the Salary Grade, please do not include the acronym "SG", enter the SG number ONLY.
12. For the Monthly Salary, do not put any characters other than numbers (e.g. peso sign and comma).

How to accomplish the form:

1. In row 4, select the name of the agency from the dropdown list. The name of the agency that you selected is automatically inserted in row 9. Thus, NO need to make changes in row 9.
2. Fill in the "HRMO" in row 11 and the "Date" of request in row 14.
3. From row 18, enter the list of job vacancies following the column headers. One position per row.
4. Make necessary changes in the closing date. It is found in the statement containing the "Interested..." and "not later than" words. Please take note of the No. 8 reminder above.
5. Accomplish the four (4) rows below the statement "QUALIFIED APPLICANTS..." accordingly:
 - 1st row: name of the designated person to whom the documents must be sent;
 - 2nd row: Position of the designated person;
 - 3rd row: Address of the Agency; and
 - 4th row: Agency's email address.
6. Insert rows for the list of job vacancies, if needed. Delete unused rows in the list.

After accomplishing the form:

When all entries are done and no revisions are needed, that is the only time to click the "Generate Sheet2" command button. This will execute the VBA code that will generate the data to be uploaded in the CSC Job Portal database.

After the command button has been clicked, select Sheet2 and check if the correct data has been captured. Having Sheet2 as the active sheet, save the file as a CSV file (Comma Delimited). This CSV file will then be uploaded to the Job Portal database.