

Republic of the Philippines
DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY
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 Department of Information and Communications Technology, in the CSC website:

ATTY. MANUEL ANTHONY S. TAN
OIC Undersecretary for General Administration

Date:

No.	Position Title (Parenthetical)	Plantilla Item No.	Salary/ job/ty	Monthly Salary	Education				Qualification Standards		Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Attorney V	OSEC-DICTB-ATYS-235-2017	25	PHP96,985.00	Bachelor of Laws	Forty (40) hours of supervisory/management training/ learning and development intervention	Four (4) years of supervisory/ management experience	RA 1080 (Bar)	<p>Case Analysis and Writing - Master: Set standards in effective analyses, conclusion, and writing of legal opinions and memoranda recommending actions with legal implications;</p> <p>Legal Investigation and Decision-Making - Master: Identify and analyze patterns and trends to reveal new dimensions before presenting alternative solutions and arrive at the best and appropriate solution to complex cases/situations;</p> <p>Conciliation and Mediation - Master: Set policy for Alternative Dispute Resolution;</p> <p>Compliance Monitoring and Enforcement of Policies - Master: Undertake in-depth review of the Compliance Reports and suggest revisions;</p> <p>Generating Reports and Documentation - Master: Review, edit and critique legal documentation based on accepted standards of technical writing; and</p> <p>Records Management - Master: Share expertise, lessons learned, and ideas with others for improvement of the records management system for the organization's productivity, efficiency and effectiveness.</p>	Legal Service- Litigation and Enforcement Division	
2	Attorney V	OSEC-DICTB-ATYS-235-2017	25	PHP96,985.00	Bachelor of Laws	Forty (40) hours of supervisory/management training/ learning and development intervention	Four (4) years of supervisory/ management experience	RA 1080 (Bar)	<p>Legislation and Policy Making: 1. Provide reports of and briefings on ICT related legislations for Congressional hearings, meetings and other related activities; 2. Build relationship with Congress and other concerned government agencies, IGCCs, LGUs, NGOs and other stakeholders; 3. Prepare, review and finalize documents representing Department's position on pertinent issues for Congressional hearings; and</p> <p>Office Management - Master: Plan, program, and distribute works, as well as review and evaluate the performance of the Sections under the Division, and maintain morale and discipline among employees.</p>	Office of the Secretary- Legislative Liaison Division	
3	Planning Officer V	OSEC-DICTB-PLDS-234-2017	24	PHP85,074.00	Master's Degree or Certificate of Leadership and Management from the Civil Service Commission	Forty (40) hours of supervisory/management training/ learning and development intervention	Four (4) years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility	<p>Maintenance of International Linkages and Partnerships - Act as focal person for International Cooperation Initiatives;</p> <p>Review of International Commitments - Review and endorse/recommends for approval policies and/or amendments in relation to International Commitments (protocols, agreements (bilateral, multilateral, free trade), MOAs and MOUs; and</p> <p>Monitoring of International Commitments - Develop monitoring mechanism on the status and accomplishments of all the International commitments/cooperation of the Department.</p>	Office of the Secretary- International Cooperation Division	
4	Chief Administrative Officer	OSEC-DICTB-CADOF-19-2017	24	PHP85,074.00	Master's Degree or Certificate of Leadership and Management from the Civil Service Commission	Forty (40) hours of supervisory/management training/ learning and development intervention	Four (4) years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility	<p>Benefits, Compensation, and Welfare Management-Master: Establish and develop a comprehensive benefits and compensation program as well as employee welfare program for DIC;</p> <p>Competency development and Enhancement-Master: Communicate strategies on the development and adoption of the competency model and competency-based job descriptions;</p> <p>Recruitment, Selection and Placement-Master: Evaluate accuracy of assessment results; and</p> <p>Data Management-Master: Build an HR database as reference for management in making policy decisions regarding employee benefits, compensation and welfare.</p>	Administrative Service- Human Resource Management Division	

5	Chief Administrative Officer (Budget Officer V)	OSEC-DICTB-CADDF-17-2017	24	PHPS,074.00	Master's Degree or Certificate of Leadership and Management from the Civil Service Commission	Forty (40) hours of supervisory/management training/ learning and development intervention	Four (4) years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility	<p>Preparation of Budget Plans - Master: Review the proposed annual budget, discuss guidelines and policies in its preparation and recommend projects and activities for inclusion in the proposal;</p> <p>Participation in Budget Hearings and Approval Procedures -Master: Assist the management in the presentation of the DICT budget before administrative and legislative bodies;</p> <p>Overnight of Budget Execution - Master: Interpret the current budget law with regards to moving and adjusting the budget; and</p> <p>Implementation of Budget Execution - Master: Oversee the allocation and distribution of available funds on the basis of approved programs, projects and operating guidelines.</p>	Finance Service- Budget Division
6	Chief Postal Service Officer	OSEC-DICTB-CPSD-237-2017	24	PHPS,074.00	Master's Degree or Certificate of Leadership and Management from the Civil Service Commission	Forty (40) hours of supervisory/management training/ learning and development intervention	Four (4) years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility	<p>Process Management - Master: formulate project policies and implementation processes and procedures consistent with project objectives and relevant government rules;</p> <p>Policy Interpretation and Implementation - Master: Communicate and encourage adherence to policies and guidelines through conferences; for a, FGDs, meetings and other related events;</p> <p>Monitoring and Evaluation - Master: Undertake in-depth review of the Performance Evaluation Report and suggests revisions;</p> <p>Generating Reports and Documentation - Master: Review, edit, critique of technical documentation based on accepted standards of technical writing;</p> <p>Records Management - Master: Share expertise, lessons learned and ideas with others for improvement of the records management system for the organization's productivity, efficiency and effectiveness;</p> <p>Postal Policy Formulation - Master: Drive the formulation of postal regulation operational policies and implementation processes and procedures to completion which are consistent with project objectives and relevant government rules; and</p> <p>Conduct of Investigations - Master: Identify and analyze patterns and trends to reveal new dimensions before presenting alternative solutions and arrives at the best and appropriates solution to complex cases/situations.</p>	Office of the Secretary - Postal Regulation Division
7	Internal Auditor V	OSEC-DICTB-IALDS-240-2017	24	PHPS,074.00	Master's Degree or Certificate of Leadership and Management from the Civil Service Commission	Forty (40) hours of supervisory/management training/ learning and development intervention	Four (4) years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility	<p>Management Audit Planning - Master: Review audit performance vis-a-vis annual goals, objectives, and performance targets and take mid-term adjustments as necessary;</p> <p>Conduct of Audit Assignment - Master: Support the relevant audit function to resolve conflict undermining the achievement of audit and organizational objectives;</p> <p>Risk Assessment and Management - Master: Analyze the broader environment such as political structures at the provincial and national level which can impact achievement of DICT goals;</p> <p>Communication of Results of Audit Work to Stakeholders -Master: Contribute material for inclusion in audit communications where relevant from a wider policy perspective;</p> <p>Reports and Documentation Generation - Master: Review, edit, critique technical documentation based on accepted standards of technical writing; and</p> <p>Records Management - Master: Share expertise, lessons learned and ideas with others for improvement of the records management system for the organization's productivity, efficiency and effectiveness.</p>	Internal Audit Service - Management Audit Division

8	Planning Officer V	OSEC-DICTB-PLDS-233-2017	24	PHPS5,074.00	Master's Degree or Certificate of Leadership and Management from the Civil Service Commission	Forty (40) hours of supervisory/management training/ learning and development intervention	Four (4) years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility	<p>Strategic Planning - Master: Translate the vision, mission and values of DICT into effective strategies;</p> <p>Development Plan Formulation and Integration - Master: Develop action plans and mechanisms that facilitate the achievement of strategic goals;</p> <p>Program Development - Master: Consult with and engage on-the-ground development partners such as business groups, NGOs and other interest groups to identify potential growth areas and areas of mutual cooperation;</p> <p>Conceptual Framework Development - Master: Promote the institutionalization of development planning through policy development;</p> <p>Formulation of Policies and Standards - Master: Address ICT Policy/ Standards concerns at the regional level;</p> <p>Data Analysis and Technical Report Preparation - Master: Build a database as reference for management in making policy decisions; and</p> <p>Documentation and Preparation of Meeting Reports - Master: Review, edit, critique legal documentation based on accepted standards of technical writing.</p>	National ICT Planning, Policy, and Standards Bureau - Plans and Policy Development Division
9	Planning Officer V	OSEC-DICTB-PLDS-232-2017	24	PHPS5,074.00	Master's Degree or Certificate of Leadership and Management from the Civil Service Commission	Forty (40) hours of supervisory/management training/ learning and development intervention	Four (4) years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility	<p>Research in Development Planning - Master: Review research results and organize such into useful information (socio-economic information, demographics, program/project feasibility, customer, impact analysis etc.) in development planning;</p> <p>Conceptual Framework Development - Master: Provide critical review of the initial data gathered, and gives guidance and direction to have in-depth data and analysis;</p> <p>Policy Alternative Analysis and Recommendation - Master: Stand ready to update ICT Policy/Standards to align with new government policy directions, sponsor requirements and lessons learned;</p> <p>Data Analysis and Technical Report Preparation - Master: Build a database as reference for management in making policy decisions; and</p> <p>Documentation and Meeting Reports Preparation - Master: Review, edit, critique documentation based on accepted standards of technical writing.</p>	National ICT Planning, Policy, and Standards Bureau - Policy Research and Analysis Division
10	Planning Officer V	OSEC-DICTB-PLDS-231-2017	24	PHPS5,074.00	Master's Degree or Certificate of Leadership and Management from the Civil Service Commission	Forty (40) hours of supervisory/management training/ learning and development intervention	Four (4) years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility	<p>Policy Interpretation and Implementation - Master: Communicate and encourage adherence to policies and guidelines through conferences, fora, focus group discussions, meetings and other related events;</p> <p>Planning, Organizing and Delivering - Master: Schedule one's assigned tasks according to agreed priorities;</p> <p>Partnership and Collaboration - Master: Manage competition between individuals or groups to eliminate barriers to building partnerships;</p> <p>Facilitation and Consultation Management - Master: Serve as resource person in dealing with relevant issues;</p> <p>Strategic Meeting Management - Master: Perform the role of an "expert speaker" who is frequently invited to deliver lectures in conferences outside the organization;</p> <p>Documentation and Meeting Reports Preparation - Master: Review, edit, critique legal documentation based on accepted standards of technical writing; and</p> <p>Data Analysis and Technical Report Preparation - Master: Build a database as reference for management in making policy decision.</p>	National ICT Planning, Policy, and Standards Bureau - Plans and Policy Management, Coordination, and Advocacy Division
11	Planning Officer V	OSEC-DICTB-PLDS-228-2017	24	PHPS5,074.00	Master's Degree or Certificate of Leadership and Management from the Civil Service Commission	Forty (40) hours of supervisory/management training/ learning and development intervention	Four (4) years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility	<p>Partnership Development- Master: Identify and lead the establishment of strategic linkages and alliances with institutional partners including local and international research and development firms, to sustain industry growth and enhance competitiveness of Philippine workers, firms, and MSMEs in the global markets;</p> <p>Industry Advocacy and Investment Promotion-Master: Set the direction in identifying, developing and undertaking strategic awareness an promotion programs in coordination with national ICT industry stakeholder groups and other government agencies;</p> <p>ICT Industry Benchmarking-Master: Implement and undertake industry benchmarking initiatives; and</p> <p>Baseline and Impact Studies-Master: Monitor and evaluate ICT industry advocacy, promotion and benchmarking projects and activities; and Review and ensure submission of required technical reports, studies and project proposals in accordance with established standards.</p>	ICT Industry Development Bureau - ICT Industry Benchmarking and Promotion Division

12	Information Technology Officer III	OSEC-DICTB-IT03-224-2017	24	PHPS5,074.00	Master's Degree or Certificate of Leadership and Management from the Civil Service Commission	Forty (40) hours of supervisory/management training/ learning and development intervention	Four (4) years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility	<p>Partnering with Other Government Agencies - Master: Build harmonious working relationships with coordinating government agencies that need direction in terms of pursuing ICT programs and projects, by regularly setting and attending meetings/consultations with them;</p> <p>ICT Technology Solutions Improvement and Assessment-Master: Demonstrate expertise on the different operating systems/ applications/platform forms to maintain the government agencies portfolio of ICT technologies which include data management schema, registry applications and shared services; Evaluate changes in the ICT solutions environment and initiatives that affect government ICT technologies, and provide appropriate recommendations and directions to adjust and/ or improve the existing systems; Formulate guidelines, standards and template, and enforce implementation and adoption of such for the National Government Portal; and</p> <p>Generating Reports and Documentation-Master: Reviews, edits, critiques technical documentation based on accepted standards of technical writing; and Recognises trends and patterns in current and past data/information and provides correct analysis and recommendation.</p>	Government Digital Transformation Bureau - eGovernment Program Management Division
13	Project Manager I	OSEC-DICTB-PM4-216-2017	25	PHPS6,985.00	Master's Degree or Certificate of Leadership and Management from the Civil Service Commission	Forty (40) hours of supervisory/management training/ learning and development intervention	Four (4) years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility	<p>Development and Implementation of Infrastructure Projects</p> <ol style="list-style-type: none"> 1. Ensure conformity of output to the standards set, and monitor activities/resources to mitigate risk; 2. Report developments, updates, and other issues – including phases and milestones; 3. Synchronize multiple project deliveries to achieve consolidated common goals; 4. Manage testing methodologies, execution and documentation for Change Management and Operations Transformation; 5. Accomplish performance/financial objectives by forecasting requirements such as but not limited to Performance Measurement Framework (PMF), Annual Work and Financial Program (AWFP) and Project Procurement Management Plan (PPMP); 6. Ensure that all facets of the design, operations and evolution are identified, documented and modified accordingly; 7. Manage vendor/multi-vendor transactions; and 8. Develops effective and efficient Work Plan and ensures execution. 	Government Digital Transformation Bureau - ICT Infrastructure and Connectivity Division
14	Development Management Officer V	OSEC-DICTB-DM05-37-2017	24	PHPS5,074.00	Master's Degree or Certificate of Leadership and Management from the Civil Service Commission	Forty (40) hours of supervisory/management training/ learning and development intervention	Four (4) years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility	<p>Development and/or Enhancement of Competency Standards and Management of Competency Certification Initiatives - Master: Lead the development and promotion of competency standards and certification for government ICT personnel, ICT industry and special sectors, in partnership with concerned agencies and internationally recognized bodies; and</p> <p>Design and Development of ICT Courseware - Master: Lead the development of a system to accredit training programs and ICT curriculum including the development of accreditation standards.</p>	ICT Literacy & Competency Development Bureau - Competency, Certification and Courseware Development Division
15	Training Specialist V	OSEC-DICTB-TRMSP5-230-2017	24	PHPS5,074.00	Master's Degree or Certificate of Leadership and Management from the Civil Service Commission	Forty (40) hours of supervisory/management training/ learning and development intervention	Four (4) years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility	<p>Training Implementation - Master: Ensure effective implementations of competency-based courses related to e-Government management, applications development, technology solutions, together with subject matter expert;</p> <p>Financial Administration and Management-Master: Ensure the availability of resources for administrative and logistical requirements of training programs/courses by making sure that proper financial resources exist that will result to appropriate implementation and resource disposition of the training programs/courses; and</p> <p>Training Support Services - Master: Lead the development and implementation of the Division's admission policies and screening procedures.</p>	ICT Literacy & Competency Development Bureau - Training Management Division
16	Planning Officer V	OSEC-DICTB-PL05-225-2017	24	PHPS5,074.00	Master's Degree or Certificate of Leadership and Management from the Civil Service Commission	Forty (40) hours of supervisory/management training/ learning and development intervention	Four (4) years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility	<p>Knowledge and Quality Management Systems Implementation-Master: Develop and implement a comprehensive Knowledge and Quality Management Systems, including monitoring and evaluation;</p> <p>Business Process Analysis and Management-Master: Use a variety of strategies and sources in understanding and validating the procedures and processes of the business owners; and Integrate complex business procedures and processes and understand its linkages with different practices within the organisation; and</p> <p>Organizational Development-Master: Align and integrate people, processes and technology, vision and strategy, leadership and workforce and organizational goals and culture; and Develop, implement and monitor the Department's Performance Appraisal System in accordance with the CSC and AD 25 Inter-Agency Task Force requirements.</p>	Corporate Planning Management Service - Knowledge Management Division

17	Planning Officer V	OSEC-DICTB-PLDS-226-2017	24	PHPS,074.00	Master's Degree or Certificate of Leadership and Management from the Civil Service Commission	Forty (40) hours of supervisory/management training/ learning and development intervention	Four (4) years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility	<p>Strategic Planning - Master: Translate the vision, mission and values of DICT into effective strategies; Initiate, develop, coordinate and evaluate change management strategies to successfully bring about change in the organization;</p> <p>Formulating and Integrating Development Plans-Master: Develop action plans and mechanisms that facilitate the achievement of strategic goals; Adjust strategic priorities to take account of changing circumstances; and Promote engagement of key personnel in the organization in the process of developing integrated plan;</p> <p>Participation in Budget Hearings and Approval Procedures -Master: Assist the management in the presentation of the DICT budget before administrative and legislative bodies; and</p> <p>Monitoring and Evaluating -Master: Undertake in-depth review of the Project Evaluation Report (PER) and suggest revisions; Set and define the measures to check the progress of a project or program; and Institute measures and mechanisms that will effectively address the gaps identified.</p>	Corporate Planning Management Service - Planning and Evaluation Division
18	Chief Administrative Officer	OSEC-DICTB-CADOF-21-2017	24	PHPS,074.00	Master's Degree or Certificate of Leadership and Management from the Civil Service Commission	Forty (40) hours of supervisory/management training/ learning and development intervention	Four (4) years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility	<p>Logistical Services Delivery-Master: Set priorities, identify scope and allocate resources needed to provide transport services, building and facility maintenance and records services;</p> <p>General Services Management-Master: Critically assess current building and facilities maintenance, transportation and records procedures and provide workable solutions for continuous improvement;</p> <p>Assets Management and Control- Master: Demonstrate knowledge of actions to be taken into account when setting organizational policies in relation to assets acquisition, ownership, inventory, valuation, insurance, accounting and encumbrance, and propriety; and</p> <p>Case Management-Master: Engage other institutions in the process, when deemed necessary to resolve asset related issues or grievances; and Monitor actions taken until completely addressed or resolved, keep all those involved abreast of the latest updates on the actions taken.</p>	Administrative Service- General Services Division
19	Chief Administrative Officer	OSEC-DICTB-CADOF-20-2017	24	PHPS,074.00	Master's Degree or Certificate of Leadership and Management from the Civil Service Commission	Forty (40) hours of supervisory/management training/ learning and development intervention	Four (4) years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility	<p>Preparation of Expenditure Program-Master: Make fair and policy-based decisions on prioritizing expenditure when required;</p> <p>Management of Accounts Payable-Master: Participate actively in the oversight and re-engineering of the Government disbursements process in order to ensure value for money;</p> <p>Management of Accounts Receivable-Master: Participate actively in the oversight and re-engineering of the accounts receivable process in order to ensure economy, efficiency, and effectiveness;</p> <p>Liquidity, Debt and Investment Management- Master: Prepare policy for acceptable risks levels and tolerances for liquidity, debt, and investments based on international best practice and GDP risk appetite; and</p> <p>Applying Internal Control Functions -Master: Adhere to the principles of internal control in own role, duties and responsibilities such as routinely reporting on operations, identifying gaps or other deficiencies in internal control practices, continually improve understanding of internal control good practice, reviewing internal controls to identify deficiencies and developing internal control practices in the wider governance policies and strategies.</p>	Administrative Service- Cash Division

20	Chief Accountant	0SEC-DICTB-CACT-33-2017	24	PHPS5,074.00	Bachelor's Degree in Commerce/Business Administration major in Accounting	Forty (40) hours of supervisory/management training/ learning and development intervention	Four (4) years of supervisory/ management experience	RA 1080 (CPA)	<p>Transaction Processing Master: Authorize the official unified account codes including the chart of accounts used for account coding;</p> <p>Accounts Reconciliation Master: Take the appropriate actions to respond to reported results and to handle implications of the financial reports as reconciled, and Take immediate steps to resolve issues raised by auditors, delegating the problem solving as appropriate;</p> <p>Accounting for Appropriations, Allotments, Obligations, Revenues and Expenditures Master: Review overall revenue and expenditure against budget and targets and issue recommendations accordingly;</p> <p>Accounting for Current Assets and Current Liabilities Master: Set policies on valuation of assets and liabilities;</p> <p>Accounting for Non-Current Assets Master: Set policies for asset recording, depreciation, impairment and revaluation; and</p> <p>Accounting for Debt and Other Liabilities Master: Set policies on recording of liabilities (including finance lease liabilities, provisions, and contingent liabilities) having regard to accounting standards and best practice, balancing the requirements of the standards with pragmatic consideration of the legal and quasi-statutory environment in the Philippines; and</p> <p>Preparation and Interpretation of Financial Statements and Reports Master: Sets policy for format of annual financial statements, enhancing the format as new accounting standards are introduced, and Set policy for format of regular in-year financial management variance reports and statistical reports, based on best international practice.</p>	Finance Service- Accounting Division
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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.

1. Application letter addressed to **ATTY. MANUEL ANTHONY S. TAN, OIC** Undersecretary for General Administration;
2. 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;
3. Photocopy of diploma;
4. Photocopy of Transcript of Records;
5. Photocopy of certificate of eligibility/board exam rating, if applicable;
6. Certificate of relevant training, seminars and awards/recognition, if any;
7. Performance rating in the last rating period (if applicable);
8. Certificate of previous employment, if applicable;
9. Certification of no pending administrative charge; and
10. NBI clearance.

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

Ms. LIZA M. MILAMBILING
Administrative Officer V
Human Resource Development Division
Lowerground Floor, DICT Bldg., C. P. Garcia Avenue, U.P. Diliman, Quezon City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.