



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF INFORMATION AND
COMMUNICATIONS TECHNOLOGY

07 August 2020

Dir. HANS R. ALCANTARA

Director II
CIVIL SERVICE COMMISSION (CSC) – UP FIELD OFFICE
1st Floor, NEC Building, Agoncillo St., UP Campus, Diliman
Quezon City

Subject : **SUBMISSION OF CSC FORM 9 FOR PUBLICATION AND POSTING**

Dear **Director Alcantara**:

Greetings from the Department of Information and Communications Technology (DICT)!

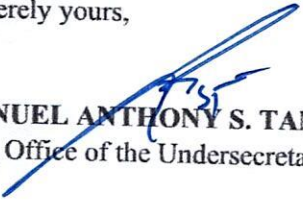
We write in reference to the intent of the Department to publish and post the vacancies for DICT level 2 position. Pursuant to Section 25, paragraph 1 of the *CSC 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) – Revised 2018*.

All agencies shall submit a list of their vacant positions authorized to be filled and their corresponding qualifications standards and plantilla item number (CS Form No. 9, Revised 2018) in electronic and printed copies to the CSC FO concerned. The printed copy shall be posted by the CSC FO in its bulletin board. The electronic copy shall be forwarded to CSC RO concerned which shall be publish the same in the CSC Bulletin of Vacant Positions in the Government in the CSC website.

In view of the foregoing, we respectfully submit the CSC Form 9 (Annex A) indicating (1) Attorney V, SG 25 position in the Department, for publication and posting of your good office.

Thank you and warm regards.

Sincerely yours,


MANUEL ANTHONY S. TAN
OIC, Office of the Undersecretary for General Administration

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: August 7, 2020

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	Attorney V	OSEC-DICTB-ATY5-234-2017	25	₱96,985.00	Bachelor of Laws	40 hours of supervisory/management training/learning and development intervention	4 years of supervisory/management experience	RA 1080 (BAR)		Legal Service-Legal Affairs Division

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 September 4, 2020.

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. Certificates 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 (for cases of original appointment and reemployment).

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

Ms. Yesly Corazon R.D. Jaen
Chief Administrative Officer
Human Resource Management Division
Lowerground Floor, DICT Bldg., C. P. Garcia Avenue, U.P. Diliman, Quezon City
careers2@dict.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.