

No.	Position Title <b>(Parenthetical Title, if applicable)</b>	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Chief Accountant	OSEC-DICTB-CACT-33-2017	24	Php 85,074.00	Master's Degree or Certificate of Leadership and Management from Civil Service Commission	40 hours of supervisory/management training/learning and development intervention	Four (4) years of supervisory and management experience	RA 1080 (CPA)		Finance Service-Accounting Division
2	Supervising Administrative Officer	OSEC-DICTB-SADOF-19-2017	22	Php 68,415.00	Bachelor's Degree relevant to the job	16 hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility		Administrative Service - Cash Division
3	Administrative Officer V (Cashier III)	OSEC-DICTB-ADOF5-12-2017	18	Php 43,681.00	Bachelor's Degree relevant to the job	8 hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility		Administrative Service - Cash 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 march 5, 2021

1. Application letter addressed to Atty. Gerard James B. Reyes, Assistant Secretary 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](http://www.csc.gov.ph);
3. Photocopy of Diploma;
4. Photocopy of Transcript of Records;
5. Photocopy of certificate of eligibility/rating/license, 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 send through email their application to:

Ms. Yesly Corazon R.D. Jaen  
 Chief Administrative Officer  
 DICT Bldg., C.P. Garcia Avenue, U.P. Diliman, Quezon City  
[careers@dict.gov.ph](mailto:careers@dict.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**