

**NOTICE OF VACANCIES**

Date of Publication : 26 March 2021

1. *Chief Administrative Officer*, OSEC-DICTB-CADOF-6-2017, Procurement Service- Procurement Contract Management Division, Permanent
2. *Information Officer V*, OSEC-DICTB-INFO5-233-2017, Office of the Secretary - Information and Strategic Communications Division, Permanent
3. *Planning Officer V*, OSEC-DICTB-PLO5-232-2017, National ICT Planning, Policy and Standards Bureau - Policy Research and Analysis Division, Permanent
4. *Planning Officer V*, OSEC-DICTB-PLO5-229-2017, ICT Industry Development Bureau - ICT Industry Ecosystem Development Division, Permanent
5. *Planning Officer V*, OSEC-DICTB-PLO5-234-2017, Office of the Secretary - International Cooperation Division, Permanent

Monthly Salary (SG 24)	Php 86,742.00
Other Benefits/ Incentives: (Entitlement is subject to existing guidelines, rules and regulations)	<ul style="list-style-type: none">o Php 2,000 – Monthly Personal Economic Relief Allowanceo Php 10,000.00 – Representation and Transportation Allowanceo Php 86,742.00 – Mid-Year Bonuso Php 86,742.00 – Year-End Bonuso Php 6,000.00 – Clothing Allowanceo Php 5,000.00 – Cash Gift
Education	Master's Degree or Certificate in Leadership and Management from CSC
Training	40 hours of supervisory/management training/learning and development intervention
Experience	4 years of supervisory/ management experience
Eligibility	Career Service (Professional) Second Level Eligibility

Supervising Administrative Officer, OSEC-DICTB-SADOF-20-2017, Administrative Service - General Services Division, Permanent

Monthly Salary (SG 22)	Php 68,415.00
Other Benefits/ Incentives: (Entitlement is subject to existing guidelines, rules and regulations)	<ul style="list-style-type: none">o Php 2,000 – Monthly Personal Economic Relief Allowanceo Php 68,415.00 – Mid-Year Bonuso Php 68,415.00 – Year-End Bonuso Php 6,000.00 – Clothing Allowanceo Php 5,000.00 – Cash Gift
Education	Bachelor's degree
Training	16 hours of relevant training

Experience	3 years of relevant experience
Eligibility	Career Service (Professional) Second Level Eligibility

1. *Attorney III*, OSEC-DICTB-ATY3-232-2017, Legal Service - Legal Affairs Division, Permanent
2. *Attorney III*, OSEC-DICTB-ATY3-229-2017, Legal Service - Litigation and Enforcement Division, Permanent
3. *Attorney III*, OSEC-DICTB-ATY3-230-2017, Legal Service - Litigation and Enforcement Division, Permanent

Monthly Salary <i>(SG 21)</i>	Php 60,901.00
Other Benefits/ Incentives: <i>(Entitlement is subject to existing guidelines, rules and regulations)</i>	<ul style="list-style-type: none"> ○ Php 2,000 – Monthly Personal Economic Relief Allowance ○ Php 60,901.00 – Mid-Year Bonus ○ Php 60,901.00 – Year-End Bonus ○ Php 6,000.00 – Clothing Allowance ○ Php 5,000.00 – Cash Gift
Education	Bachelor of Laws
Training	4 hours of relevant training
Experience	1 year of relevant experience
Eligibility	RA 1080 (BAR)

1. *Administrative Officer IV*, OSEC-DICTB-ADOF4-26-2017, Administrative Service - Human Resource Development Division, Permanent
2. *Administrative Officer IV*, OSEC-DICTB-ADOF4-27-2017, Administrative Service - Human Resource Development Division, Permanent

Monthly Salary <i>(SG 15)</i>	Php 33,575.00
Other Benefits/ Incentives: <i>(Entitlement is subject to existing guidelines, rules and regulations)</i>	<ul style="list-style-type: none"> ○ Php 2,000 – Monthly Personal Economic Relief Allowance ○ Php 33,575.00 – Mid-Year Bonus ○ Php 33,575.00 – Year-End Bonus ○ Php 6,000.00 – Clothing Allowance ○ Php 5,000.00 – Cash Gift
Education	Bachelor's degree
Training	4 hours of relevant training
Experience	1 year of relevant experience
Eligibility	Career Service (Professional) Second Level Eligibility



Administrative Assistant II, OSEC-DICTB-ADAS2-4-2017, Administrative Service - Cash Division, Permanent

Monthly Salary <i>(SG 8)</i>	Php 18,251.00
Other Benefits/ Incentives: <i>(Entitlement is subject to existing guidelines, rules and regulations)</i>	<ul style="list-style-type: none"> ○ Php 2,000 – Monthly Personal Economic Relief Allowance ○ Php 18,251.00 – Mid-Year Bonus ○ Php 18,251.00 – Year-End Bonus ○ Php 6,000.00 – Clothing Allowance ○ Php 5,000.00 – Cash Gift
Education	Completion of 2 years studies in college
Training	4 hours of relevant training
Experience	1 year of relevant experience
Eligibility	Career Service (Subprofessional) First Level Eligibility

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 **05 April 2021**.

1. Application letter addressed to Atty. Gerald 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;
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
 Director IV - Administrative Service
 DICT Bldg., C.P. Garcia Avenue, U.P. Diliman, Quezon City
careers@dict.gov.ph

