

**NOTICE OF VACANCY**

Date of Publication : 29 March 2021

Attorney V, OSEC-DICTB-ATY5-233-2017, Legal Service – Litigation and Enforcement Division, Permanent

Monthly Salary <i>(SG 25)</i>	Php 98,886.00
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 10,000.00 – Representation and Transportation Allowance○ Php 98,886.00– Mid-Year Bonus○ Php 98,886.00– Year-End Bonus○ Php 6,000.00 – Clothing Allowance○ Php 5,000.00 – Cash Gift
Education	Bachelor of Laws
Training	40 hours of supervisory/management training/learning and development intervention
Experience	4 years of supervisory/ management experience
Eligibility	R.A. 1080 (BAR)

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 **08 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.