



NOTICE OF VACANCIES

Date of Publication : 17 May 2021

1. *Chief Administrative Officer*, OSEC-DICTB-CADOF-19-2017, Administrative Service-Human Resource Management 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	Forty (40) hours of supervisory/management training/learning and development intervention
Experience	Four (4) years of supervisory/ management experience
Eligibility	Career Service (Professional)/Second Level Eligibility

1. *Engineer IV*, OSEC-DICTB-ENG4-135-2017, Government Digital Transformation Bureau – Development, Test and Project Management Teams, 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 relevant to the job
Training	Sixteen (16) hours of relevant training
Experience	Three (3) years of relevant experience
Eligibility	R.A. 1080

1. *Information Technology Officer II*, OSEC-DICTB-ITO2-215-2017, Government Digital Transformation Bureau – ICT Infostructure and Connectivity Division, Permanent
2. *Planning Officer IV*, OSEC-DICTB-PLO4-226-2017, ICT Literacy and Competency Development Bureau– Educational Program Management Division, Permanent
3. *Development Management Officer IV*, OSEC-DICTB-DMO4-36-2017, ICT Literacy and Competency Development Bureau – Competency, Certification and Courseware Development Division, Permanent

4. *Planning Officer IV*, OSEC-DICTB-PLO4-228-2017, ICT Industry Development Bureau- ICT Industry Ecosystem Development 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"> ○ Php 2,000 – Monthly Personal Economic Relief Allowance ○ Php 68,415.00 – Mid-Year Bonus ○ Php 68,415.00 – Year-End Bonus ○ Php 6,000.00 – Clothing Allowance ○ Php 5,000.00 – Cash Gift
Education	Bachelor's degree relevant to the job
Training	Sixteen (16) hours of relevant training
Experience	Three (3) years of relevant experience
Eligibility	Career Service (Professional)/Second Level Eligibility

1. *Information Technology Officer I*, OSEC-DICTB-ITO1-137-2017, Infostructure Management Bureau- Disaster Risk Reduction Management Division, Permanent

Monthly Salary (SG 19)	Php 48,313.00
Other Benefits/ Incentives: (Entitlement is subject to existing guidelines, rules and regulations)	<ul style="list-style-type: none"> ○ Php 2,000 – Monthly Personal Economic Relief Allowance ○ Php 48,313.00 – Mid-Year Bonus ○ Php 48,313.00 – Year-End Bonus ○ Php 6,000.00 – Clothing Allowance ○ Php 5,000.00 – Cash Gift
Education	Bachelor's degree relevant to the job
Training	Eight (8) hours of relevant training
Experience	Two (2) years of relevant experience
Eligibility	Career Service (Professional)/Second Level Eligibility

1. *Planning Officer III*, OSEC-DICTB-PLO3-228-2017, ICT Literacy and Competency Development Bureau– Educational Program Management Division, Permanent

Monthly Salary (SG 18)	Php 43,681.00
Other Benefits/ Incentives: (Entitlement is subject to existing guidelines, rules and regulations)	<ul style="list-style-type: none"> ○ Php 2,000 – Monthly Personal Economic Relief Allowance ○ Php 43,681.00 – Mid-Year Bonus ○ Php 43,681.00 – Year-End Bonus ○ Php 6,000.00 – Clothing Allowance ○ Php 5,000.00 – Cash Gift
Education	Bachelor's degree relevant to the job
Training	Eight (8) hours of relevant training

Experience	Two (2) years of relevant experience
Eligibility	Career Service (Professional)/Second Level Eligibility

1. *Planning Officer II*, OSEC-DICTB-PLO2-225-2017, Cybersecurity Bureau - Critical Infostructure Evaluation and Cybersecurity Standards, 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 relevant to the job
Training	Four (4) hours of relevant training
Experience	One (1) year of relevant experience
Eligibility	Career Service (Professional)/Second 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 **27 May 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) and Work Experience Sheet (WES) 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

