

**NOTICE OF VACANCIES**

Date of Publication : 07 June 2021

1. *Internal Auditor IV*, OSEC-DICTB-IAUD4-238-2017, Internal Audit Service - Operations Audit Division, Permanent

Monthly Salary (SG 22)	Php 68,415.00
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 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	16 hours of relevant training
Experience	3 years of relevant experience
Eligibility	Career Service (Professional) Second Level Eligibility

1. *Internal Auditor III*, OSEC-DICTB-IAUD3-238-2017, Internal Audit Service- Management Audit Division, Permanent

Monthly Salary (SG 18)	Php 43,681.00
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 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	8 hours of relevant training
Experience	2 years of relevant experience
Eligibility	Career Service (Professional) Second Level Eligibility

1. *Administrative Assistant III*, OSEC-DICTB-ADAS3-51-2017, Internal Audit Service- Office of the Director, Permanent

Monthly Salary (SG 9)	Php 19,593.00
Other Benefits/ Incentives: <i>(Entitlement is subject to existing</i>	<ul style="list-style-type: none">○ Php 2,000 – Monthly Personal Economic Relief Allowance○ Php 19,593.00– Mid-Year Bonus○ Php 19,593.00– Year-End Bonus○ Php 6,000.00 – Clothing Allowance○ Php 5,000.00 – Cash Gift

<i>guidelines, rules and regulations)</i>	
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 **27 June 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;
4. Photocopy of Diploma;
5. Photocopy of Transcript of Records;
6. Photocopy of certificate of eligibility/rating/license, if applicable;
7. Certificates of relevant training, seminars and awards/recognition, if any;
8. Performance rating in the last rating period (if applicable);
9. Certificate of previous employment, if applicable;
10. Certification of no pending administrative charge; and
11. 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

