



NOTICE OF VACANCIES

Date of Publication : 06 July 2021

1. *Project Manager 1*, OSEC-DICTB-PM1-217-2017, Government Digital Transformation Bureau- Development, Test and Project Management Teams, Permanent

Monthly Salary (SG 25)	Php 98,886.00
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 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	Master's Degree or Certificate in Leadership and Management from CSC
Training	120 hours of supervisory/management training/learning and development intervention
Experience	5 years of supervisory/ management experience
Eligibility	Career Service (Professional) Second Level Eligibility

1. *Internal Auditor V*, OSEC-DICTB-IAUD5-240-2017, Internal Audit Service- Management Audit 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">○ Php 2,000 – Monthly Personal Economic Relief Allowance○ Php 86,742.00– Mid-Year Bonus○ Php 86,742.00– Year-End Bonus○ Php 6,000.00 – Clothing Allowance○ 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

1. *Information Technology Officer II*, OSEC-DICTB-ITO2-217-2017, Government Digital Transformation Bureau- Government Systems Strategic Program Division, Permanent

Monthly Salary (SG 22)	Php 68,415.00
Other Benefits/ Incentives:	<ul style="list-style-type: none">○ Php 2,000 – Monthly Personal Economic Relief Allowance○ Php 68,415.00 – Mid-Year Bonus

Incentives: <i>(Entitlement is subject to existing guidelines, rules and regulations)</i>	<ul style="list-style-type: none"> ○ 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

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 **16 July 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

