



NOTICE OF VACANCIES

Date of Publication : 09 July 2021

1. *Planning Officer V*, OSEC-DICTB-PLO5-228-2017, ICT Industry Development Bureau-
ICT Industry Benchmarking and Promotions 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. *Planning Officer IV*, OSEC-DICTB-PLO4-227-2017, ICT Industry Development Bureau-
ICT Industry Benchmarking and Promotions 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	16 hours of relevant training
Experience	3 years of relevant experience
Eligibility	Career Service (Professional) Second Level Eligibility

1. *Planning Officer III*, OSEC-DICTB-PLO3-232-2017, ICT Industry Development Bureau-
ICT Industry Ecosystem Development Division, Permanent
2. *Planning Officer III*, OSEC-DICTB-PLO3-231-2017, ICT Industry Development Bureau-
ICT Industry Benchmarking and Promotions Division, Permanent
3. *Planning Officer III*, OSEC-DICTB-PLO3-223-2017, Corporate Planning and Management
Service- Knowledge Management Division, Permanent

Monthly Salary (SG 18)	Php 43,681.00
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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. *Planning Officer II*, OSEC-DICTB-PLO2-229-2017, ICT Industry Development Bureau- ICT Industry Ecosystem Development Division, Permanent
2. *Planning Officer II*, OSEC-DICTB-PLO2-230-2017, ICT Industry Development Bureau- ICT Industry Ecosystem Development Division, Permanent
3. *Planning Officer II*, OSEC-DICTB-PLO2-231-2017, ICT Industry Development Bureau- ICT Industry Ecosystem Development Division, Permanent
4. *Planning Officer II*, OSEC-DICTB-PLO2-228-2017, ICT Industry Development Bureau- ICT Industry Benchmarking and Promotions Division, Permanent
5. *Planning Officer II*, OSEC-DICTB-PLO2-221-2017, Corporate Planning and Management Service- Knowledge Management 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 Relevant to the Job
Training	4 hours of relevant training
Experience	1 year of relevant experience
Eligibility	Career Service (Professional) Second Level Eligibility

1. *Planning Officer I*, OSEC-DICTB-PLO1-224-2017, ICT Industry Development Bureau- ICT Industry Ecosystem Development Division, Permanent
2. *Administrative Officer II (Budget Officer I) (Anticipated Vacancy)*, OSEC-DICTB-ADOF2-5-2017, Finance Service- Budget Division, Permanent
3. *Administrative Officer II (Budget Officer I) (Anticipated Vacancy)*, OSEC-DICTB-ADOF2-6-2017, Finance Service- Budget Division, Permanent

Monthly Salary <i>(SG 11)</i>	Php 23,877.00
Other Benefits/	<ul style="list-style-type: none"> ○ Php 2,000 – Monthly Personal Economic Relief Allowance ○ Php 23,877.00 – Mid-Year Bonus

Incentives: <i>(Entitlement is subject to existing guidelines, rules and regulations)</i>	<ul style="list-style-type: none"> ○ Php 23,877.00 – Year-End Bonus ○ Php 6,000.00 – Clothing Allowance ○ Php 5,000.00 – Cash Gift
Education	Bachelor's Degree
Training	None required
Experience	None required
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 **19 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

