

**NOTICE OF VACANCIES****REGIONAL OFFICE- LUZON CLUSTER 2**

Date of Publication : 23 July 2021

1. *Chief Administrative Officer*, OSEC-DICTB-CADOF-10-2017, Regional Office - Luzon Cluster 2, Administrative and Finance 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. *Supervising Administrative Officer*, OSEC-DICTB-SADOF-9-2017, Regional Office - Luzon Cluster 2, Administrative and Finance 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. *Engineer III*, OSEC-DICTB-ENG3-135-2017, Regional Office - Luzon Cluster 2, Technical Operations Division, Permanent
2. *Engineer III*, OSEC-DICTB-ENG3-136-2017, Regional Office - Luzon Cluster 2, Technical Operations Division, Permanent
3. *Engineer III*, OSEC-DICTB-ENG3-137-2017, Regional Office - Luzon Cluster 2, Technical Operations Division, Permanent

4. *Engineer III*, OSEC-DICTB-ENG3-138-2017, Regional Office - Luzon Cluster 2, Technical Operations 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 in Engineering relevant to the job
Training	8 hours of relevant training
Experience	2 years of relevant experience
Eligibility	RA 1080

1. *Information Technology Officer I*, OSEC-DICTB-ITO1-69-2017, Regional Office - Luzon Cluster 2, Technical Operations Division, Permanent
2. *Information Technology Officer I*, OSEC-DICTB-ITO1-70-2017, Regional Office - Luzon Cluster 2, Technical Operations Division, Permanent
3. *Information Technology Officer I*, OSEC-DICTB-ITO1-71-2017, Regional Office - Luzon Cluster 2, Technical Operations Division, Permanent
4. *Information Technology Officer I*, OSEC-DICTB-ITO1-72-2017, Regional Office - Luzon Cluster 2, Technical Operations Division, Permanent
5. *Information Technology Officer I*, OSEC-DICTB-ITO1-73-2017, Regional Office - Luzon Cluster 2, Technical Operations Division, Permanent
6. *Information Technology Officer I*, OSEC-DICTB-ITO1-74-2017, Regional Office - Luzon Cluster 2, Technical Operations 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	8 hours of relevant training
Experience	2 years of relevant experience
Eligibility	Career Service (Professional)/Second Level Eligibility

1. *Accountant III*, OSEC-DICTB-A3-24-2017, Regional Office - Luzon Cluster 2, Administrative and Finance Division, Permanent

Monthly Salary (SG 19)	Php 48,313.00
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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 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 in Commerce/Business Administration major in Accounting
Training	8 hours of relevant training
Experience	2 years of relevant experience
Eligibility	RA 1080 (CPA)

1. *Information Systems Researcher III*, OSEC-DICTB-INFOSR3-43-2017, Regional Office - Luzon Cluster 2, Technical Operations Division, Permanent
2. *Information Systems Researcher III*, OSEC-DICTB-INFOSR3-44-2017, Regional Office - Luzon Cluster 2, Technical Operations Division, Permanent

Monthly Salary <i>(SG 17)</i>	Php 39,986.00
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 39,986.00 – Mid-Year Bonus ○ Php 39,986.00 – 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. *Administrative Officer IV (HRMO II)*, OSEC-DICTB-ADOF4-8-2017, Regional Office - Luzon Cluster 2, Administrative and Finance Division, Permanent
2. *Administrative Officer IV (Budget Officer II)*, OSEC-DICTB-ADOF4-16-2017, Regional Office - Luzon Cluster 2, Administrative and Finance 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. *Administrative Officer III (Supply Officer II)*, OSEC-DICTB-ADOF3-18-2017, Regional Office - Luzon Cluster 2, Administrative and Finance Division, Permanent
2. *Administrative Officer III (Cashier II)*, OSEC-DICTB-ADOF3-10-2017, Regional Office - Luzon Cluster 2, Administrative and Finance Division, Permanent
3. *Administrative Officer III (Records Officer II)*, OSEC-DICTB-ADOF3-26-2017, Regional Office - Luzon Cluster 2, Administrative and Finance Division, Permanent
4. *Information Systems Researcher II*, OSEC-DICTB-INFOSR2-26-2017, Regional Office - Luzon Cluster 2, Technical Operations Division, Permanent

Monthly Salary (SG 14)	Php 30,799.00
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 Allowance o Php 30,799.00 – Mid-Year Bonus o Php 30,799.00 – Year-End Bonus o Php 6,000.00 – Clothing Allowance o 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. *Information Systems Analyst I*, OSEC-DICTB-INFOSA1-18-2017, Regional Office - Luzon Cluster 2, Technical Operations Division, Permanent

Monthly Salary (SG 12)	Php 26,052.00
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 Allowance o Php 26,052.00 – Mid-Year Bonus o Php 26,052.00 – Year-End Bonus o Php 6,000.00 – Clothing Allowance o Php 5,000.00 – Cash Gift
Education	Bachelor's degree relevant to the job
Training	None required
Experience	None required
Eligibility	Career Service (Professional)/Second Level Eligibility

1. *Administrative Assistant III*, OSEC-DICTB-ADAS3-54-2017, Office of the Regional Director - Luzon Cluster 2, Permanent

Monthly Salary (SG 9)	Php 19,593.00
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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 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
Education	Completion of 2 years studies in college
Training	4 hours of relevant training
Experience	1 year of relevant experience
Eligibility	Career Service (Sub-Professional)

1. *Electronics and Communications Equipment Technician I*, OSEC-DICTB-ECET1-25-2018, Regional Office - Luzon Cluster 2, Technical Operations Division, Permanent
2. *Electronics and Communications Equipment Technician I*, OSEC-DICTB-ECET1-31-2018, Regional Office - Luzon Cluster 2, Technical Operations Division, Permanent
3. *Electronics and Communications Equipment Technician I*, OSEC-DICTB-ECET1-34-2018, Regional Office - Luzon Cluster 2, Technical Operations Division, Permanent
4. *Electronics and Communications Equipment Technician I*, OSEC-DICTB-ECET1-37-2018, Regional Office - Luzon Cluster 2, Technical Operations Division, Permanent
5. *Electronics and Communications Equipment Technician I*, OSEC-DICTB-ECET1-44-2018, Regional Office - Luzon Cluster 2, Technical Operations Division, Permanent

Monthly Salary <i>(SG 6)</i>	Php 16,200.00
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 16,200.00 – Mid-Year Bonus ○ Php 16,200.00 – Year-End Bonus ○ Php 6,000.00 – Clothing Allowance ○ Php 5,000.00 – Cash Gift
Education	Completion of 2 years studies in college or High School graduate with relevant vocational/trade course
Training	None required
Experience	None required
Eligibility	MC 11 - Category II (Electronics Equipment Technician)

1. *Administrative Aide IV (Driver II)*, OSEC-DICTB-ADA4-13-2018, Regional Office - Luzon Cluster 2, Administrative and Finance Division (San Fernando, Pampanga), La Union), Permanent
2. *Administrative Aide IV (Driver II)*, OSEC-DICTB-ADA4-14-2018, Regional Office - Luzon Cluster 2, Administrative and Finance Division (San Fernando, Pampanga), La Union), Permanent

3. *Administrative Aide IV (Driver II)*, OSEC-DICTB-ADA4-15-2018, Regional Office - Luzon Cluster 2, Administrative and Finance Division (Calamba City, Laguna), Permanent
4. *Administrative Aide IV (Driver II)*, OSEC-DICTB-ADA4-16-2018, Regional Office - Luzon Cluster 2, Administrative and Finance Division (Calamba City, Laguna), Permanent

Monthly Salary (SG 4)	Php 14,400.00
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 14,400.00 – Mid-Year Bonus ○ Php 14,400.00 – Year-End Bonus ○ Php 6,000.00 – Clothing Allowance ○ Php 5,000.00 – Cash Gift
Education	Elementary School graduate
Training	None required
Experience	None required
Eligibility	Relevant MC 11 (Professional Driver's License)

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 **2 August 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.lc2@dict.gov.ph**](mailto:careers.lc2@dict.gov.ph)

