

**NOTICE OF VACANCIES****REGIONAL OFFICE- LUZON CLUSTER 3**

Date of Publication : 23 July 2021

1. *Chief Administrative Officer*, OSEC-DICTB-CADOF-11-2017, Regional Office - Luzon Cluster 3, Administrative and Finance Division, Permanent

<b>Monthly Salary</b> (SG 24)	Php 86,742.00
<b>Other Benefits/ Incentives:</b>  (Entitlement is subject to existing guidelines, rules and regulations)	<ul style="list-style-type: none"><li>○ Php 2,000 – Monthly Personal Economic Relief Allowance</li><li>○ Php 86,742.00– Mid-Year Bonus</li><li>○ Php 86,742.00– Year-End Bonus</li><li>○ Php 6,000.00 – Clothing Allowance</li><li>○ Php 5,000.00 – Cash Gift</li></ul>
<b>Education</b>	Master's Degree or Certificate in Leadership and Management from CSC
<b>Training</b>	40 hours of supervisory/ management training/learning and development intervention
<b>Experience</b>	4 years of supervisory/ management experience
<b>Eligibility</b>	Career Service (Professional) Second Level Eligibility

1. *Information Technology Officer I*, OSEC-DICTB-ITO1-79-2017, Regional Office - Luzon Cluster 3, Technical Operations Division, Permanent

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

1. *Administrative Assistant III*, OSEC-DICTB-ADAS3-55-2017, Office of the Regional Director - Luzon Cluster 3, Permanent

<b>Monthly Salary</b> (SG 9)	Php 19,593.00
<b>Other Benefits/ Incentives:</b>	<ul style="list-style-type: none"><li>○ Php 2,000 – Monthly Personal Economic Relief Allowance</li><li>○ Php 19,593.00 – Mid-Year Bonus</li><li>○ Php 19,593.00 – Year-End Bonus</li></ul>

<i>(Entitlement is subject to existing guidelines, rules and regulations)</i>	<ul style="list-style-type: none"> <li>○ Php 6,000.00 – Clothing Allowance</li> <li>○ Php 5,000.00 – Cash Gift</li> </ul>
<b>Education</b>	Completion of 2 years studies in college
<b>Training</b>	4 hours of relevant training
<b>Experience</b>	1 year of relevant experience
<b>Eligibility</b>	Career Service (Sub-Professional)

1. *Electronics and Communications Equipment Technician I*, OSEC-DICTB-ECET1-55-2018, Regional Office - Luzon Cluster 3, Technical Operations Division, Permanent
2. *Electronics and Communications Equipment Technician I*, OSEC-DICTB-ECET1-59-2018, Regional Office - Luzon Cluster 3, Technical Operations Division, Permanent
3. *Electronics and Communications Equipment Technician I*, OSEC-DICTB-ECET1-60-2018, Regional Office - Luzon Cluster 3, Technical Operations Division, Permanent
4. *Electronics and Communications Equipment Technician I*, OSEC-DICTB-ECET1-61-2018, Regional Office - Luzon Cluster 3, Technical Operations Division, Permanent

<b>Monthly Salary</b> <i>(SG 6)</i>	Php 16,200.00
<b>Other Benefits/ Incentives:</b>  <i>(Entitlement is subject to existing guidelines, rules and regulations)</i>	<ul style="list-style-type: none"> <li>○ Php 2,000 – Monthly Personal Economic Relief Allowance</li> <li>○ Php 16,200.00 – Mid-Year Bonus</li> <li>○ Php 16,200.00 – Year-End Bonus</li> <li>○ Php 6,000.00 – Clothing Allowance</li> <li>○ Php 5,000.00 – Cash Gift</li> </ul>
<b>Education</b>	Completion of 2 years studies in college or High School graduate with relevant vocational/trade course
<b>Training</b>	None required
<b>Experience</b>	None required
<b>Eligibility</b>	MC 11 - Category II (Electronics Equipment Technician)

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
3. Form No. 212, Revised 2017) and Work Experience Sheet (WES) which can be downloaded at [www.csc.gov.ph](http://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.lc3@dict.gov.ph](mailto:careers.lc3@dict.gov.ph)**

