

**NOTICE OF VACANCIES**
REGIONAL OFFICE- MINDANAO CLUSTER 1

Date of Publication : 30 July 2021

1. *Information Technology Officer II*, OSEC-DICTB-ITO2-198-2017, Regional Office - Mindanao Cluster 1, Technical Operations 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. *Information Technology Officer I*, OSEC-DICTB-ITO1-104-2017, Regional Office - Mindanao Cluster 1, Technical Operations Division, Permanent
2. *Information Technology Officer I*, OSEC-DICTB-ITO1-107-2017, Regional Office - Mindanao Cluster 1, 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. *Administrative Aide IV (Driver II)*, OSEC-DICTB-ADA4-29-2018, Regional Office - Mindanao Cluster 1, Administrative and Finance Division (Zamboanga City), Permanent
2. *Administrative Aide IV (Driver II)*, OSEC-DICTB-ADA4-30-2018, Regional Office - Mindanao Cluster 1, Administrative and Finance Division (Cotabato City), Permanent
3. *Administrative Aide IV (Driver II)*, OSEC-DICTB-ADA4-31-2018, Regional Office - Mindanao Cluster 1, Administrative and Finance Division (Cotabato City), Permanent

Monthly Salary <i>(SG 4)</i>	Php 14,400.00
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 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 **9 August 2021**.

1. Application letter addressed to Atty. Gerald James B. Reyes, Assistant Secretary for Administration, Finance, and Planning;
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.mc1@dict.gov.ph

