

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

Date of Publication : 30 July 2021

1. *Information Technology Officer II*, OSEC-DICTB-IT02-206-2017, Regional Office - Mindanao Cluster 3, Technical Operations Division, Permanent
2. *Information Technology Officer II*, OSEC-DICTB-IT02-207-2017, Regional Office - Mindanao Cluster 3, Technical Operations Division, Permanent
3. *Information Technology Officer II*, OSEC-DICTB-IT02-208-2017, Regional Office - Mindanao Cluster 3, Technical Operations Division, Permanent
4. *Supervising Administrative Officer*, OSEC-DICTB-SADOF-15-2017, Regional Office - Mindanao Cluster 3, Administrative and Finance Division, Permanent

<b>Monthly Salary</b> (SG 22)	Php 68,415.00
<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 68,415.00 – Mid-Year Bonus</li><li>○ Php 68,415.00 – 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>	16 hours of relevant training
<b>Experience</b>	3 years of relevant experience
<b>Eligibility</b>	Career Service (Professional)/ Second Level Eligibility

1. *Electronics and Communications Equipment Technician III*, OSEC-DICTB-ECET3-8-2018, Regional Office - Mindanao Cluster 3, Technical Operations Division, Permanent

<b>Monthly Salary</b> (SG 11)	Php 23,887.00
<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 23,887.00 – Mid-Year Bonus</li><li>○ Php 23,887.00 – 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>	8 hours of relevant training
<b>Experience</b>	2 years of relevant experience
<b>Eligibility</b>	MC 11 - Category II (Electronics Equipment Technician)

1. *Electronics and Communications Equipment Technician I*, OSEC-DICTB-ECET1-107-2018, Regional Office - Mindanao Cluster 3, Technical Operations Division, Permanent

<b>Monthly Salary</b> (SG 6)	Php 16,200.00
<b>Other Benefits/ Incentives:</b>  (Entitlement is subject to existing guidelines, rules and regulations)	<ul style="list-style-type: none"> <li>o Php 2,000 – Monthly Personal Economic Relief Allowance</li> <li>o Php 16,200.00 – Mid-Year Bonus</li> <li>o Php 16,200.00 – Year-End Bonus</li> <li>o Php 6,000.00 – Clothing Allowance</li> <li>o 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)

1. *Administrative Aide IV (Driver II)*, OSEC-DICTB-ADA4-38-2018, Regional Office - Mindanao Cluster 3, Administrative and Finance Division (Koronadal City), Permanent
2. *Administrative Aide IV (Driver II)*, OSEC-DICTB-ADA4-39-2018, Regional Office - Mindanao Cluster 3, Administrative and Finance Division (Koronadal City), Permanent

<b>Monthly Salary</b> (SG 4)	Php 14,400.00
<b>Other Benefits/ Incentives:</b>  (Entitlement is subject to existing guidelines, rules and regulations)	<ul style="list-style-type: none"> <li>o Php 2,000 – Monthly Personal Economic Relief Allowance</li> <li>o Php 14,400.00 – Mid-Year Bonus</li> <li>o Php 14,400.00 – Year-End Bonus</li> <li>o Php 6,000.00 – Clothing Allowance</li> <li>o Php 5,000.00 – Cash Gift</li> </ul>
<b>Education</b>	Elementary School graduate
<b>Training</b>	None required
<b>Experience</b>	None required
<b>Eligibility</b>	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
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.mc3@dict.gov.ph](mailto:careers.mc3@dict.gov.ph)**

