

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

Date of Publication : 30 July 2021

1. *Engineer III*, OSEC-DICTB-ENG3-153-2017, Regional Office - Visayas Cluster 2, Technical Operations Division, Permanent

Monthly Salary (SG 19)	Php 48,313.00
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 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. *Administrative Officer III (Supply Officer II)*, OSEC-DICTB-ADOF3-21-2017, Regional Office - Visayas Cluster 2, Administrative and Finance Division, Permanent

Monthly Salary (SG 14)	Php 30,799.00
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 30,799.00 – Mid-Year Bonus○ Php 30,799.00 – 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 Assistant III*, OSEC-DICTB-ADAS3-61-2017, Office of the Regional Director - Visayas Cluster 2, Permanent

Monthly Salary (SG 9)	Php 19,593.00
Other Benefits/ Incentives:	<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

<i>(Entitlement is subject to existing guidelines, rules and regulations)</i>	
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. *Administrative Aide IV (Driver II)*, OSEC-DICTB-ADA4-24-2018, Regional Office - Visayas Cluster 2, Administrative and Finance Division (Cebu City), Permanent
2. *Administrative Aide IV (Driver II)*, OSEC-DICTB-ADA4-25-2018, Regional Office - Visayas Cluster 2, Administrative and Finance Division (Cebu City), Permanent
3. *Administrative Aide IV (Driver II)*, OSEC-DICTB-ADA4-26-2018, Regional Office - Luzon Cluster 2, Administrative and Finance Division (Tacloban City), Permanent
4. *Administrative Aide IV (Driver II)*, OSEC-DICTB-ADA4-27-2018, Regional Office - Luzon Cluster 2, Administrative and Finance Division (Tacloban 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"> o Php 2,000 – Monthly Personal Economic Relief Allowance o Php 14,400.00 – Mid-Year Bonus o Php 14,400.00 – Year-End Bonus o Php 6,000.00 – Clothing Allowance o 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
3. 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. Dililman, Quezon City
careers.vc2@dict.gov.ph

