

**NOTICE OF VACANCIES**

Date of Publication : 12 August 2021

1. *Computer Maintenance Technologist III*, OSEC-DICTB-CTMT3-220-2017, Management Information Systems Service – Network Administration and Security Division, Permanent

Monthly Salary (SG 17)	Php 39,986.00
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 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. *Information Systems Analyst II (Anticipated Vacancy)*, OSEC-DICTB-INFOA2-31-2017, Cybersecurity Bureau – National Computer Emergency Response Team Division, Permanent

Monthly Salary (SG 16)	Php 36,628.00
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 36,628.00– Mid-Year Bonus○ Php 36,628.00– 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. *Legal Assistant III*, OSEC-DICTB-LEA3-1-2017, Legal Service – Legal Affairs Division, Permanent

Monthly Salary <i>(SG 14)</i>	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	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses
Training	8 hours of training relevant to legal work such as legal ethics, legal research and writing or legal procedure
Experience	1 year experience in legal work, such as preparation of pleadings, legal opinions and memoranda or legal research
Eligibility	Career Service (Professional) Second Level Eligibility

1. *Legal Assistant II*, OSEC-DICTB-LEA2-232-2017, Legal Service – Legal Affairs Division, Permanent
2. *Legal Assistant II*, OSEC-DICTB-LEA2-236-2017, Legal Service – Legal Affairs Division, Permanent
3. *Legal Assistant II*, OSEC-DICTB-LEA2-228-2017, Legal Service – Litigation and Enforcement Division, Permanent

Monthly Salary <i>(SG 12)</i>	Php 26,052.00
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 26,052.00 – Mid-Year Bonus ○ Php 26,052.00 – Year-End Bonus ○ Php 6,000.00 – Clothing Allowance ○ Php 5,000.00 – Cash Gift
Education	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses.
Training	4 hours of training related to legal work such as legal ethics, legal research and writing or legal procedure
Experience	None required
Eligibility	Career Service (Professional) Second Level Eligibility

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 **22 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. Diliman, Quezon City
careers@dict.gov.ph

