

**NOTICE OF VACANCIES
CENTRAL OFFICE**

Date of Publication : 26 August 2021

1. *Engineer IV*, OSEC-DICTB-ENG4-133-2017, Cybersecurity Bureau – Critical Infostructure Evaluation and Cybersecurity Standards 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 in Engineering relevant to the job
Training	16 hours of relevant training
Experience	3 years of relevant experience
Eligibility	RA 1080

2. *Accountant IV (Anticipated Vacancy)*, OSEC-DICTB-A4-32-2017, Finance Service – Accounting 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 in Commerce/Business Administration major in Accounting
Training	16 hours of relevant training
Experience	3 years of relevant experience
Eligibility	RA 1080 (CPA)

3. *Development Management Officer III*, OSEC-DICTB-DMO3-35-2017, ICT Literacy and Competency Development Bureau – Competency, Certification and Courseware Development Division, Permanent

Monthly Salary	Php 43,681.00
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<i>(SG 18)</i>	
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 43,681.00 – Mid-Year Bonus ○ Php 43,681.00 – 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

4. *Computer Maintenance Technologist III*, OSEC-DICTB-CTMT3-227-2017, Infostructure Management Bureau – Data Center Management Division, Permanent
5. *Computer Maintenance Technologist III*, OSEC-DICTB-CTMT3-228-2017, Infostructure Management Bureau – Data Center Management Division, Permanent
6. *Computer Maintenance Technologist III*, OSEC-DICTB-CTMT3-229-2017, Infostructure Management Bureau – Data Center Management Division, Permanent
7. *Computer Maintenance Technologist III*, OSEC-DICTB-CTMT3-230-2017, Infostructure Management Bureau – Data Center Management Division, Permanent
8. *Computer Maintenance Technologist III*, OSEC-DICTB-CTMT3-231-2017, Infostructure Management Bureau – Data Center Management Division, Permanent
9. *Computer Maintenance Technologist III*, OSEC-DICTB-CTMT3-232-2017, Infostructure Management Bureau – Data Center Management Division, Permanent

Monthly Salary <i>(SG 17)</i>	Php 39,986.00
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 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

10. *Engineer II (Anticipated Vacancy)*, OSEC-DICTB-ENG2-235-2017, Government Digital Transformation Bureau – ICT Infostructure and Connectivity Division, Permanent
11. *Engineer II*, OSEC-DICTB-ENG2-223-2017, Cybersecurity Bureau – Critical Infostructure Evaluation and Cybersecurity Standards Division, Permanent

12. *Engineer II*, OSEC-DICTB-ENG2-237-2017, Government Digital Transformation Bureau – Development, Test and Project Management Teams, 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 in Engineering relevant to the job
Training	4 hours of relevant training
Experience	1 year of relevant experience
Eligibility	RA 1080

13. *Information Systems Analyst II*, OSEC-DICTB-INFOSA2-37-2017, Infostructure Management Bureau – Core ICT Infrastructure Management 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

14. *Computer Programmer II*, OSEC-DICTB-COMPRO2-33-2017, ICT Literacy and Competency Development Bureau – Competency, Certification and Courseware Development Division, Permanent

15. *Training Specialist II*, OSEC-DICTB-TRNSP2-225-2017, ICT Literacy and Competency Development Bureau – Training Management Division, Permanent

16. *Training Specialist II*, OSEC-DICTB-TRNSP2-226-2017, ICT Literacy and Competency Development Bureau – Training Management Division, Permanent

Monthly Salary (SG 15)	Php 33,575.00
Other Benefits/ Incentives:	<ul style="list-style-type: none"> ○ Php 2,000 – Monthly Personal Economic Relief Allowance ○ Php 33,575.00 – Mid-Year Bonus ○ Php 36,575.00 – Year-End Bonus ○ Php 6,000.00 – Clothing Allowance

<i>(Entitlement is subject to existing guidelines, rules and regulations)</i>	<ul style="list-style-type: none"> ○ 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

17. *Information Systems Analyst I*, OSEC-DICTB-INFOSA1-32-2017, Government Digital Transformation Bureau – ICT Infostructure and Connectivity Division, Permanent

18. *Information Systems Analyst I*, OSEC-DICTB-INFOSA1-33-2017, Government Digital Transformation Bureau – ICT Infostructure and Connectivity 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	Bachelor's degree relevant to the job
Training	None required
Experience	None required
Eligibility	Career Service (Professional) Second Level Eligibility

19. *Internal Auditor I (Anticipated Vacancy)*, OSEC-DICTB-IAUD1-235-2017, Internal Audit Service – Management Audit Division, Permanent

20. *Computer Programmer I*, OSEC-DICTB-COMPRO1-219-2017, Cybersecurity Bureau – National Computer Emergency Response Team Division, Permanent

21. *Computer Programmer I*, OSEC-DICTB-COMPRO1-220-2017, Cybersecurity Bureau – National Computer Emergency Response Team Division, Permanent

22. *Computer Programmer I*, OSEC-DICTB-COMPRO1-221-2017, Cybersecurity Bureau – National Computer Emergency Response Team Division, Permanent

23. *Computer Programmer I*, OSEC-DICTB-COMPRO1-224-2017, ICT Literacy and Competency Development Bureau – Training Management Division, Permanent

24. *Development Management Officer I*, OSEC-DICTB-DMO1-223-2017, ICT Literacy and Competency Development Bureau – Educational Program Management Division, Permanent

25. *Planning Officer I*, OSEC-DICTB-PLO1-222-2017, ICT Literacy and Competency Development Bureau – Educational Program Management Division, Permanent

26. *Training Specialist I*, OSEC-DICTB-TRNSP1-227-2017, ICT Literacy and Competency Development Bureau – Training Management Division, Permanent

Monthly Salary <i>(SG 11)</i>	Php 23,877.00
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 23,877.00 – Mid-Year Bonus ○ Php 23,877.00 – Year-End Bonus ○ Php 6,000.00 – Clothing Allowance ○ Php 5,000.00 – Cash Gift
Education	Bachelor’s degree relevant to the job
Training	None required
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 **5 September 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@dict.gov.ph

