



**NOTICE OF VACANCY
CENTRAL OFFICE**

Date of Publication : 9 September 2021

1. *Chief Administrative Officer (Budget Officer V)*, OSEC-DICTB-CADOF-17-2017, Finance Service – Budget Division, Permanent

Monthly Salary (SG 24)	Php 86,742.00
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 Allowanceo Php 86,742.00 – Mid-Year Bonuso Php 86,742.00 – Year-End Bonuso Php 6,000.00 – Clothing Allowanceo Php 5,000.00 – Cash Gift
Education	Master's degree or Certificate in Leadership and Management from CSC
Training	40 hours of supervisory/management learning and development intervention
Experience	4 years of supervisory/management experience
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 **19 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
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).

Approved for Posting

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@dict.gov.ph

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE
ENTERTAINED.**

Approved for Posting

A handwritten signature in blue ink, appearing to be 'J. Jaen', is written over the printed text 'Approved for Posting'.