

**NOTICE OF VACANCIES
CENTRAL OFFICE**

Date of Publication : 1 September 2021

1. *Administrative Officer IV (HRMO II) (Anticipated Vacancy)*, OSEC-DICTB-ADOF4-29-2017,
Administrative Service – Human Resource Management Division, Permanent

Monthly Salary (SG 15)	Php 33,575.00
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 33,575.00 – Mid-Year Bonus○ Php 33,575.00 – Year-End Bonus○ Php 6,000.00 – Clothing Allowance○ Php 5,000.00 – Cash Gift
Education	Bachelor's degree
Training	4 hours of relevant training
Experience	1 year of relevant experience
Eligibility	Career Service (Professional) Second Level Eligibility

2. *Administrative Officer II (HRMO I) (Anticipated Vacancy)*, OSEC-DICTB-ADOF2-8-2017,
Administrative Service – Human Resource Management Division, Permanent

Monthly Salary (SG 11)	Php 23,877.00
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 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
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 **11 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

