

**NOTICE OF VACANCIES  
CENTRAL OFFICE**

Date of Publication : 13 September 2021

1. *Information Technology Officer III*, OSEC-DICTB-IT03-224-2017, Government Digital Transformation Bureau – eGovernment Program Management Division, Permanent
2. *Information Technology Officer III*, OSEC-DICTB-IT03-223-2017, Infostructure Management Bureau – Data Center Management Division, Permanent
3. *Information Technology Officer III*, OSEC-DICTB-IT03-222-2017, Infostructure Management Bureau – Government Online Services Division, Permanent
4. *Planning Officer V*, OSEC-DICTB-PLO5-226-2017, Corporate Planning and Management Service – Planning and Evaluation Division, Permanent

|  |   |
|--|---|
| <b>Monthly Salary</b><br>(SG 24)   | Php 86,742.00   |
| <b>Other Benefits/<br/>Incentives:</b><br><br>(Entitlement is subject to existing guidelines, rules and regulations) | <ul style="list-style-type: none"><li>○ Php 2,000 – Monthly Personal Economic Relief Allowance</li><li>○ Php 86,742.00 – Mid-Year Bonus</li><li>○ Php 86,742.00 – Year-End Bonus</li><li>○ Php 6,000.00 – Clothing Allowance</li><li>○ Php 5,000.00 – Cash Gift</li></ul> |
| <b>Education</b>   | Master's Degree or Certificate in Leadership and Management from CSC  |
| <b>Training</b>  | 40 hours of supervisory/management learning and development   |
| <b>Experience</b>  | 4 years of supervisory/management experience  |
| <b>Eligibility</b>   | Career Service (Professional) Second Level Eligibility  |

5. *Engineer IV*, OSEC-DICTB-ENG4-132-2017, Cybersecurity Bureau – Digital Certificate Division, Permanent

|  |   |
|--|---|
| <b>Monthly Salary</b><br>(SG 22)   | Php 68,415.00   |
| <b>Other Benefits/<br/>Incentives:</b><br><br>(Entitlement is subject to existing guidelines, rules and regulations) | <ul style="list-style-type: none"><li>○ Php 2,000 – Monthly Personal Economic Relief Allowance</li><li>○ Php 68,415.00 – Mid-Year Bonus</li><li>○ Php 68,415.00 – Year-End Bonus</li><li>○ Php 6,000.00 – Clothing Allowance</li><li>○ Php 5,000.00 – Cash Gift</li></ul> |
| <b>Education</b>   | Bachelor's degree in Engineering relevant to the job  |
| <b>Training</b>  | 16 hours of relevant training   |
| <b>Experience</b>  | 3 years of relevant experience  |
| <b>Eligibility</b>   | RA 1080   |

6. *Information Systems Analyst II*, OSEC-DICTB-INFOSA2-41-2017, Government Digital Transformation Bureau – Development, Test and Project Management Teams, Permanent

|   |   |
|---|---|
| <b>Monthly Salary</b><br><i>(SG 16)</i>   | Php 36,628.00   |
| <b>Other Benefits/<br/>Incentives:</b><br><br><i>(Entitlement is subject to existing guidelines, rules and regulations)</i> | <ul style="list-style-type: none"> <li>○ Php 2,000 – Monthly Personal Economic Relief Allowance</li> <li>○ Php 36,628.00 – Mid-Year Bonus</li> <li>○ Php 36,628.00 – Year-End Bonus</li> <li>○ Php 6,000.00 – Clothing Allowance</li> <li>○ Php 5,000.00 – Cash Gift</li> </ul> |
| <b>Education</b>  | Bachelor’s degree relevant to the job   |
| <b>Training</b>   | 4 hours of relevant training  |
| <b>Experience</b>   | 1 year of relevant experience   |
| <b>Eligibility</b>  | 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 **23 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](http://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**

