

**NOTICE OF VACANCIES  
CENTRAL OFFICE**

Date of Publication : 20 September 2021

1. *Project Manager I*, OSEC-DICTB-PM1-216-2017, Government Digital Transformation Bureau – ICT Infostructure and Connectivity Division, Permanent
2. *Project Manager I*, OSEC-DICTB-PM1-220-2017, Government Digital Transformation Bureau – Development, Test and Project Management Teams, Permanent

<b>Monthly Salary</b> (SG 25)	Php 98,886.00
<b>Other Benefits/ Incentives:</b>  (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 98,886.00 – Mid-Year Bonus</li><li>○ Php 98,886.00 – 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>	120 hours of supervisory/management learning and development intervention
<b>Experience</b>	5 years of supervisory/management experience
<b>Eligibility</b>	Career Service (Professional) Second Level Eligibility

3. *Senior Postal Service Officer*, OSEC-DICTB-SRPSO-237-2017, Office of the Secretary – Postal Regulation Division
4. *Senior Postal Service Officer*, OSEC-DICTB-SRPSO-238-2017, Office of the Secretary – Postal Regulation Division

<b>Monthly Salary</b> (SG 18)	Php 43,681.00
<b>Other Benefits/ Incentives:</b>  (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 43,681.00 – Mid-Year Bonus</li><li>○ Php 43,681.00 – 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
<b>Training</b>	8 hours of relevant training
<b>Experience</b>	2 years of relevant experience
<b>Eligibility</b>	Career Service (Professional) Second Level Eligibility

5. *Information Systems Researcher III*, OSEC-DICTB-INFOSR3-57-2017, Infostructure Management Bureau – Disaster Risk Reduction Management Division, Permanent
6. *Information Systems Researcher III*, OSEC-DICTB-INFOSR3-58-2017, Infostructure Management Bureau – Disaster Risk Reduction Management Division, Permanent
7. *Information Systems Researcher III*, OSEC-DICTB-INFOSR3-59-2017, Government Digital Transformation Bureau – eGovernment Program Management Division, Permanent
8. *Information Systems Researcher III*, OSEC-DICTB-INFOSR3-60-2017, Government Digital Transformation Bureau – eGovernment Program Management Division, Permanent

<b>Monthly Salary</b> (SG 17)	Php 39,986.00
<b>Other Benefits/ Incentives:</b>  (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 39,986.00 – Mid-Year Bonus</li> <li>○ Php 39,986.00 – 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

9. *Engineer II*, OSEC-DICTB-ENG2-224-2017, Cybersecurity Bureau – National Computer Emergency Response Team Division, Permanent
10. *Engineer II*, OSEC-DICTB-ENG2-228-2017, Infostructure Management Bureau – Disaster Risk Reduction Management Division, Permanent

<b>Monthly Salary</b> (SG 16)	Php 36,628.00
<b>Other Benefits/ Incentives:</b>  (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 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 in Engineering relevant to the job
<b>Training</b>	4 hours of relevant training
<b>Experience</b>	1 year of relevant experience
<b>Eligibility</b>	RA 1080

11. *Information Systems Analyst II*, OSEC-DICTB-INFOSA2-40-2017, Government Digital Transformation Bureau – Government Systems Strategic Program Division, Permanent
12. *Information Systems Analyst II*, OSEC-DICTB-INFOSA2-34-2017, Infostructure Management Bureau – Disaster Risk Reduction Management Division, Permanent

13. *Information Systems Analyst II*, OSEC-DICTB-INFOSA2-35-2017, Infostructure Management Bureau – Disaster Risk Reduction Management Division, Permanent

<b>Monthly Salary</b> (SG 16)	Php 36,628.00
<b>Other Benefits/ Incentives:</b>  (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 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

14. *Computer Programmer II*, OSEC-DICTB-COMPRO2-28-2017, Cybersecurity Bureau – National Computer Emergency Response Team Division, Permanent

15. *Computer Programmer II*, OSEC-DICTB-COMPRO2-30-2017, Infostructure Management Bureau – Disaster Risk Reduction Management Division, Permanent

16. *Computer Maintenance Technologist II*, OSEC-DICTB-CTMT2-220-2017, Infostructure Management Bureau – Government Online Services Division, Permanent

<b>Monthly Salary</b> (SG 15)	Php 33,575.00
<b>Other Benefits/ Incentives:</b>  (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 33,575.00 – Mid-Year Bonus</li> <li>○ Php 36,575.00 – 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

17. *Information Officer II*, OSEC-DICTB-INFO2-225-2017, Cybersecurity Bureau – National Computer Emergency Response Team Division, Permanent

<b>Monthly Salary</b> (SG 15)	Php 33,575.00
<b>Other Benefits/ Incentives:</b>	<ul style="list-style-type: none"> <li>○ Php 2,000 – Monthly Personal Economic Relief Allowance</li> <li>○ Php 33,575.00 – Mid-Year Bonus</li> <li>○ Php 36,575.00 – Year-End Bonus</li> <li>○ Php 6,000.00 – Clothing Allowance</li> <li>○ Php 5,000.00 – Cash Gift</li> </ul>

<i>(Entitlement is subject to existing guidelines, rules and regulations)</i>	
<b>Education</b>	Bachelor's degree
<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

18. *Legal Assistant II*, OSEC-DICTB-LEA2-234-2017, Office of the Secretary – Legislative Liaison Division, Permanent

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

19. *Computer Maintenance Technologist I*, OSEC-DICTB-CTMT1-225-2017, Infostructure Management Bureau – Government Online Services Permanent

20. *Computer Maintenance Technologist I*, OSEC-DICTB-CTMT1-226-2017, Infostructure Management Bureau – Data Center Management Division, Permanent

21. *Planning Officer I*, OSEC-DICTB-PLO1-220-2017, Corporate Planning and Management Service – Planning and Evaluation Division, Permanent

22. *Planning Officer I*, OSEC-DICTB-PLO1-221-2017, Cybersecurity Bureau – Critical Infostructure Evaluation Cybersecurity Standards Division, Permanent

<b>Monthly Salary</b> <i>(SG 11)</i>	Php 23,877.00
<b>Other Benefits/ Incentives:</b>  <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 23,877.00 – Mid-Year Bonus</li> <li>○ Php 23,877.00 – 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

<b>Training</b>	None required
<b>Experience</b>	None required
<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 **30 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](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](mailto:careers@dict.gov.ph)**

