

**NOTICE OF VACANCIES  
CENTRAL OFFICE**

Date of Publication : 6 September 2021

1. *Planning Officer II*, OSEC-DICTB-PLO2-233-2017, National ICT Planning, Policy and Standards Bureau – Plans and Policy Management, Coordination and Advocacy Division, Permanent
2. *Planning Officer II*, OSEC-DICTB-PLO2-235-2017, National ICT Planning, Policy and Standards Bureau - Policy Research and Analysis Division, Permanent
3. *Planning Officer II*, OSEC-DICTB-PLO2-236-2017, National ICT Planning, Policy and Standards Bureau - Policy Research and Analysis Division, Permanent
4. *Planning Officer II*, OSEC-DICTB-PLO2-238-2017, National ICT Planning, Policy and Standards Bureau – Plans and Policy Development 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 33,575.00 – 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

5. *Planning Officer I*, OSEC-DICTB-PLO1-226-2017, National ICT Planning, Policy and Standards Bureau – Plans and Policy Management, Coordination and Advocacy Division, Permanent

<b>Monthly Salary</b> (SG 11)	Php 23,877.00
<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 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 relevant to the job
<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 **16 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](mailto:careers@dict.gov.ph)**

