



**NOTICE OF VACANCIES
CENTRAL OFFICE**

Date of Publication : 05 January 2022

1. *Chief Administrative Officer (Anticipated Vacancy)*, OSEC-DICTB-CADOF-7-2017, Procurement Service – BAC Secretariat

Monthly Salary (SG 24)	Php 86,742.00
Other Benefits/ Incentives: (Entitlement is subject to existing guidelines, rules and regulations)	<ul style="list-style-type: none">○ Php 2,000.00 – Monthly Personal Economic Relief Allowance○ Php 10,000.00 – Representation and Transportation Allowance○ Php 86,742.00 – Mid-Year Bonus○ Php 86,742.00 – Year-End Bonus○ Php 6,000.00 – Clothing Allowance○ 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

2. *Administrative Assistant III*, OSEC-DICTB-ADAS3-49-2017, Procurement Service – Office of the Director

Monthly Salary (SG 9)	Php 19,593.00
Other Benefits/ Incentives: (Entitlement is subject to existing guidelines, rules and regulations)	<ul style="list-style-type: none">○ Php 2,000.00 – Monthly Personal Economic Relief Allowance○ Php 19,593.00 – Mid-Year Bonus○ Php 19,593.00 – Year-End Bonus○ Php 6,000.00 – Clothing Allowance○ Php 5,000.00 – Cash Gift
Education	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course
Training	4 hours of relevant training
Experience	1 year of relevant experience
Eligibility	Career Service (Subprofessional) First 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 **15 January 2022**.

1. Application letter addressed to Mr. Nestor S. Bongato, *CESO V*, OIC 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).

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

