

**NOTICE OF VACANCIES**
REGIONAL OFFICE NO. XII

Date of Publication : 15 February 2022

1. *Information Technology Officer III*, OSEC-DICTB-ITO3-69-2021, Regional Office No. XII -
Technical Operations Division

Monthly Salary (SG 24)	Php 88,410.00
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 10,000 – Representation and Transportation Allowance○ Php 88,410.00 – Mid-Year Bonus○ Php 88,410.00 – 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. *Information Technology Officer II*, OSEC-DICTB-ITO2-59-2021, Regional Office No. XII -
Technical Operations Division

3. *Information Technology Officer II*, OSEC-DICTB-ITO2-60-2021, Regional Office No. XII -
Technical Operations Division

Monthly Salary (SG 22)	Php 69,963.00
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 69,963.00 – Mid-Year Bonus○ Php 69,963.00 – Year-End Bonus○ Php 6,000.00 – Clothing Allowance○ Php 5,000.00 – Cash Gift
Education	Bachelor's degree relevant to the job
Training	16 hours of relevant training
Experience	3 years of relevant experience
Eligibility	Career Service (Professional) Second Level Eligibility

4. *Information Technology Officer I*, OSEC-DICTB-ITO1-41-2021, Regional Office No. XII -
Technical Operations Division

Monthly Salary (SG 19)	Php 49,835.00
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Other Benefits/ Incentives: <i>(Entitlement is subject to existing guidelines, rules and regulations)</i>	<ul style="list-style-type: none"> ○ Php 2,000 – Monthly Personal Economic Relief Allowance ○ Php 49,835.00 – Mid-Year Bonus ○ Php 49,835.00 – Year-End Bonus ○ Php 6,000.00 – Clothing Allowance ○ Php 5,000.00 – Cash Gift
Education	Bachelor's degree relevant to the job
Training	8 hours of relevant training
Experience	2 years of relevant experience
Eligibility	Career Service (Professional) Second Level Eligibility

5. *Chief Administrative Officer*, OSEC-DICTB-CADOF-34-2021, Regional Office No. XII - Administrative and Finance Division

Monthly Salary <i>(SG 24)</i>	Php 88,410.00
Other Benefits/ Incentives: <i>(Entitlement is subject to existing guidelines, rules and regulations)</i>	<ul style="list-style-type: none"> ○ Php 2,000 – Monthly Personal Economic Relief Allowance ○ Php 10,000 – Representation and Transportation Allowance ○ Php 88,410.00 – Mid-Year Bonus ○ Php 88,410.00 – 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

6. *Accountant III*, OSEC-DICTB-A3-27-2021, Regional Office No. XII - Administrative and Finance Division

Monthly Salary <i>(SG 19)</i>	Php 49,835.00
Other Benefits/ Incentives: <i>(Entitlement is subject to existing guidelines, rules and regulations)</i>	<ul style="list-style-type: none"> ○ Php 2,000 – Monthly Personal Economic Relief Allowance ○ Php 49,835.00 – Mid-Year Bonus ○ Php 49,835.00 – Year-End Bonus ○ Php 6,000.00 – Clothing Allowance ○ Php 5,000.00 – Cash Gift
Education	Bachelor's degree in Commerce/Business Administration major in Accounting
Training	8 hours of relevant training
Experience	2 years of relevant experience
Eligibility	RA 1080 (CPA)

7. *Administrative Officer IV (Budget Officer II)*, OSEC-DICTB-ADOF4-18-2021, Regional Office No. XII - Administrative and Finance Division

Monthly Salary (SG 15)	Php 35,097.00
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 35,097.00– Mid-Year Bonus ○ Php 35,097.00– Year-End Bonus ○ Php 6,000.00 – Clothing Allowance ○ Php 5,000.00 – Cash Gift
Education	Bachelor's degree relevant to the job
Training	4 hours of relevant training
Experience	1 year of relevant experience
Eligibility	Career Service (Professional) Second Level Eligibility

8. *Administrative Officer IV (Human Resource and Management Officer II)*, OSEC-DICTB-ADOF4-19-2021, Regional Office No. XII - Administrative and Finance Division

Monthly Salary (SG 15)	Php 35,097.00
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 35,097.00– Mid-Year Bonus ○ Php 35,097.00– 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

9. *Administrative Officer III (Cashier II)*, OSEC-DICTB-ADOF3-6-2021, Regional Office No. XII - Administrative and Finance Division

Monthly Salary (SG 14)	Php 32,321.00
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 32,321.00 – Mid-Year Bonus ○ Php 32,321.00 – 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

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 **25 February 2022**.

1. Application letter addressed to 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 Form No. 212, Revised 2017) and Work Experience Sheet (WES) which can be downloaded at www.csc.gov.ph;
3. Photocopy of Diploma;
4. Photocopy of Transcript of Records;
5. Photocopy of certificate of eligibility/rating/license, if applicable;
6. Certificates of relevant training, seminars and awards/recognition, if any;
7. Performance rating in the last rating period (if applicable);
8. Certificate of previous employment, if applicable;
9. Certification of no pending administrative charge; and,
10. 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.mc3@dict.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

