

**NOTICE OF VACANCIES  
CENTRAL OFFICE**

Date of Publication : 16 February 2022

1. *Chief Administrative Officer*, OSEC-DICTB-CADOF-21-2017, Administrative Service - General Services Division
2. *Project Development Officer V*, OSEC-DICTB-PDO5-28-2017, Regional Operations Coordination Service - Major Programs Management Division
3. *Information Technology Officer III*, OSEC-DICTB-ITO3-217-2017, Management Information Systems Service - Network Administration and Security Division

<b>Monthly Salary</b> (SG 24)	Php 88,410.00
<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 10,000 – Representation and Transportation Allowance</li><li>○ Php 88,410.00 – Mid-Year Bonus</li><li>○ Php 88,410.00 – 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 intervention
<b>Experience</b>	4 years of supervisory/management experience
<b>Eligibility</b>	Career Service (Professional) Second Level Eligibility

4. *Attorney IV*, OSEC-DICTB-ATY4-236-2017, Legal Service - Legal Affairs Division
5. *Attorney IV*, OSEC-DICTB-ATY4-232-2017, Legal Service - Legal Service - Litigation and Enforcement Division

<b>Monthly Salary</b> (SG 23)	Php 78,455.00
<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 78,455.00 – Mid-Year Bonus</li><li>○ Php 78,455.00 – 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 of Laws
<b>Training</b>	8 hours of relevant training
<b>Experience</b>	2 years of relevant experience
<b>Eligibility</b>	RA 1080

6. *Project Development Officer IV*, OSEC-DICTB-PDO4-28-2017, Regional Operations Coordination Service - Regional Development Support Division

<b>Monthly Salary</b> (SG 22)	Php 69,963.00
<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 69,963.00 – Mid-Year Bonus</li> <li>○ Php 69,963.00 – 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>	16 hours of relevant training
<b>Experience</b>	3 years of relevant experience
<b>Eligibility</b>	Career Service (Professional) Second Level Eligibility

7. *Information Technology Officer I*, OSEC-DICTB-ITO1-141-2017, Infostructure Management Bureau - Government Online Services Division

<b>Monthly Salary</b> (SG 19)	Php 49,835.00
<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 49,835.00 – Mid-Year Bonus</li> <li>○ Php 49,835.00 – 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>	8 hours of relevant training
<b>Experience</b>	2 years of relevant experience
<b>Eligibility</b>	Career Service (Professional) Second Level Eligibility

8. *Administrative Officer V (Records Officer III)*, OSEC-DICTB-ADOF5-15-2017, Administrative Service - General Services Division

9. *Administrative Officer V (HRMO III) (Anticipated Vacancy)*, OSEC-DICTB-ADOF5-11-2017, Administrative Service - Human Resource Management Division

<b>Monthly Salary</b> (SG 18)	Php 45,203.00
<b>Other Benefits/ Incentives:</b>  (Entitlement is subject to existing	<ul style="list-style-type: none"> <li>○ Php 2,000 – Monthly Personal Economic Relief Allowance</li> <li>○ Php 45,203.00 – Mid-Year Bonus</li> <li>○ Php 45,203.00 – Year-End Bonus</li> <li>○ Php 6,000.00 – Clothing Allowance</li> <li>○ Php 5,000.00 – Cash Gift</li> </ul>

<i>guidelines, rules and regulations)</i>	
<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

10. *Project Development Officer III*, OSEC-DICTB-PDO3-26-2017, Regional Operations Coordination Service - Major Programs Management Division
11. *Planning Officer III*, OSEC-DICTB-PLO3-239-2017, National ICT Planning, Policy and Standards Bureau - Plans and Policy Development Division
12. *Administrative Officer V*, OSEC-DICTB-ADOF5-4-2017, Procurement Service - Procurement Contract Management Division

<b>Monthly Salary</b> <i>(SG 18)</i>	Php 45,203.00
<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 45,203.00 – Mid-Year Bonus</li> <li>○ Php 45,203.00 – 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>	8 hours of relevant training
<b>Experience</b>	2 years of relevant experience
<b>Eligibility</b>	Career Service (Professional) Second Level Eligibility

13. *Computer Maintenance Technologist II*, OSEC-DICTB-CTMT2-221-2017, Infostructure Management Bureau - Data Center Management Division
14. *Computer Maintenance Technologist II*, OSEC-DICTB-CTMT2-222-2017, Infostructure Management Bureau - Data Center Management Division
15. *Computer Maintenance Technologist II*, OSEC-DICTB-CTMT2-223-2017, Infostructure Management Bureau - Data Center Management Division
16. *Computer Maintenance Technologist II*, OSEC-DICTB-CTMT2-229-2017, Infostructure Management Bureau - Data Center Management Division
17. *Computer Maintenance Technologist II*, OSEC-DICTB-CTMT2-230-2017, Infostructure Management Bureau - Data Center Management Division
18. *Administrative Officer IV*, OSEC-DICTB-ADOF4-6-2017, Procurement Service - Procurement Planning and Management Division

<b>Monthly Salary</b> <i>(SG 15)</i>	Php 35,097.00
<b>Other Benefits/ Incentives:</b>  <i>(Entitlement is subject to existing</i>	<ul style="list-style-type: none"> <li>○ Php 2,000 – Monthly Personal Economic Relief Allowance</li> <li>○ Php 35,097.00 – Mid-Year Bonus</li> <li>○ Php 35,097.00 – Year-End Bonus</li> <li>○ Php 6,000.00 – Clothing Allowance</li> <li>○ Php 5,000.00 – Cash Gift</li> </ul>

<i>guidelines, rules and regulations)</i>	
<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

19. *Accountant I*, OSEC-DICTB-A1-19-2017, Finance Service - Accounting Division

<b>Monthly Salary</b> (SG 12)	Php 27,608.00
<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 27,608.00 – Mid-Year Bonus</li> <li>○ Php 27,608.00 – 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 Commerce/Business Administration major in Accounting
<b>Training</b>	None required
<b>Experience</b>	None required
<b>Eligibility</b>	RA 1080 (CPA)

20. *Information Systems Analyst I*, OSEC-DICTB-INFOSA1-25-2017, Management Information Systems Service - Data Warehouse and Analytics Division

21. *Information Systems Analyst I*, OSEC-DICTB-INFOSA1-26-2017, Management Information Systems Service - Data Warehouse and Analytics Division

<b>Monthly Salary</b> (SG 12)	Php 27,608.00
<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 27,608.00 – Mid-Year Bonus</li> <li>○ Php 27,608.00 – 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

22. *Administrative Officer II*, OSEC-DICTB-ADOF2-2-2017, Procurement Service - Procurement Contract Management Division

<b>Monthly Salary</b> (SG 11)	Php 25,439.00
<b>Other Benefits/</b>	<ul style="list-style-type: none"> <li>○ Php 2,000 – Monthly Personal Economic Relief Allowance</li> <li>○ Php 25,439.00 – Mid-Year Bonus</li> </ul>

<b>Incentives:</b> <i>(Entitlement is subject to existing guidelines, rules and regulations)</i>	<ul style="list-style-type: none"> <li>○ Php 25,439.00 – 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 **26 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](http://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@dict.gov.ph](mailto:careers@dict.gov.ph)**

