

**NOTICE OF VACANCIES  
CENTRAL OFFICE**

Date of Publication : 23 February 2022

1. *Chief Postal Service Officer (Anticipated Vacancy)*, OSEC-DICTB-CPSO-237-2017, Office of the Secretary - Postal Regulation 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

2. *Supervising Postal Service Officer*, OSEC-DICTB-SVPSO-236-2017, Office of the Secretary - Postal Regulation 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
<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

3. *Attorney III*, OSEC-DICTB-ATY3-235-2017, Office of the Secretary - Postal Regulation Division

<b>Monthly Salary</b> (SG 21)	Php 62,449.00
<b>Other Benefits/</b>	<ul style="list-style-type: none"><li>○ Php 2,000 – Monthly Personal Economic Relief Allowance</li><li>○ Php 62,449.00 – 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 62,449.00 – 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>	4 hours of relevant training
<b>Experience</b>	1 year of relevant experience
<b>Eligibility</b>	RA 1080

4. *Planning Officer III*, OSEC-DICTB-PLO3-236-2017, National ICT Planning, Policy and Standards Bureau - Policy Research and Analysis 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

5. *Legal Assistant II*, OSEC-DICTB-LEA2-233-2017, Office of the Secretary - Legislative Liaison Division

<b>Monthly Salary</b> <i>(SG 12)</i>	Php 27,608.00
<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 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>	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

6. *Postal Service Officer I*, OSEC-DICTB-POST1-235-2017, Office of the Secretary - Postal Regulation Division

<b>Monthly Salary</b> <i>(SG 11)</i>	Php 25,439.00
<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 25,439.00 – Mid-Year Bonus</li> <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
<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 **5 March 2022**.

1. Application letter addressed to Nestor S. Bongato, *CEISO 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)**

