

**NOTICE OF VACANCIES  
CENTRAL OFFICE**

Date of Publication : 11 March 2022

1. *Attorney V*, OSEC-DICTB-ATY5-235-2017, Office of the Secretary – Legislative Liaison Division

<b>Monthly Salary</b> (SG 25)	Php 100,788.00
<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 100,788.00 – Mid-Year Bonus</li><li>○ Php 100,788.00 – 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>	16 hours of relevant training
<b>Experience</b>	3 years of relevant experience
<b>Eligibility</b>	RA 1080

2. *Internal Auditor I*, OSEC-DICTB-IAUD1-234-2017, Internal Audit Service – Operations Audit Division

<b>Monthly Salary</b> (SG 11)	Php 25,439.00
<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 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 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 **21 March 2022**.

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

