

**NOTICE OF VACANCIES  
MINDANAO CLUSTER 1**

Date of Publication : 10 May 2022

1. *Information Technology Officer II*, OSEC-DICTB-ITO2-198-2017, Mindanao Cluster 1 -  
Technical Operations 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

2. *Information Technology Officer I*, OSEC-DICTB-ITO1-104-2017, Mindanao Cluster 1 -  
Technical Operations Division
3. *Information Technology Officer I*, OSEC-DICTB-ITO1-107-2017, Mindanao Cluster 1 -  
Technical Operations 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

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 **20 May 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.mc1@dict.gov.ph**

