

**NOTICE OF VACANCIES  
CENTRAL OFFICE**

Date of Publication : 10 May 2022

1. *Planning Officer IV*, OSEC-DICTB-PLO4-232-2017, Office of the Secretary – International Cooperations 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. *Administrative Officer II (Budget Officer I)*, OSEC-DICTB-ADOF2-5-2017, Finance Service – Budget 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
<b>Training</b>	None required
<b>Experience</b>	None required
<b>Eligibility</b>	Career Service (Professional) Second Level Eligibility

3. *Administrative Assistant II (Cash Clerk III)*, OSEC-DICTB-ADAS2-4-2017, Administrative Service – Cash Division

<b>Monthly Salary</b> (SG 8)	Php 18,998.00
<b>Other Benefits/ Incentives:</b>	<ul style="list-style-type: none"><li>○ Php 2,000 – Monthly Personal Economic Relief Allowance</li><li>○ Php 18,998.00 – Mid-Year Bonus</li><li>○ Php 18,998.00 – Year-End Bonus</li></ul>

<i>(Entitlement is subject to existing guidelines, rules and regulations)</i>	<ul style="list-style-type: none"> <li>○ Php 6,000.00 – Clothing Allowance</li> <li>○ Php 5,000.00 – Cash Gift</li> </ul>
<b>Education</b>	Completion of two years studies in college
<b>Training</b>	4 hours of relevant training
<b>Experience</b>	1 year of relevant experience
<b>Eligibility</b>	Career Service (Subprofessional) First 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@dict.gov.ph](mailto:careers@dict.gov.ph)**

