



**NOTICE OF VACANCIES  
CENTRAL OFFICE**

Date of Publication : 20 June 2022

1. *Accountant IV*, OSEC-DICTB-A4-32-2017, Finance Service – Accounting Division

<b>Monthly Salary</b> (SG 22)	Php 69,963.00
<b>Other Benefits/ Incentives:</b>  <i>(Entitlement is subject to existing guidelines, rules and regulations)</i>	<ul style="list-style-type: none"><li>○ Php 2,000.00 – 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 in Commerce/Business Administration major in Accounting
<b>Training</b>	16 hours of relevant training
<b>Experience</b>	3 years of relevant experience
<b>Eligibility</b>	RA 1080

2. *Administrative Officer V (HRMO III)*, 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>  <i>(Entitlement is subject to existing guidelines, rules and regulations)</i>	<ul style="list-style-type: none"><li>○ Php 2,000.00 – 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
<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

3. *Development Management Officer III*, OSEC-DICTB-DMO3-35-2017, ICT Literacy and Competency Development Bureau – Competency, Certification and Courseware Development Division

<b>Monthly Salary</b> (SG 18)	Php 45,203.00
<b>Other Benefits/ Incentives:</b>	<ul style="list-style-type: none"><li>○ Php 2,000.00 – Monthly Personal Economic Relief Allowance</li><li>○ Php 45,203.00 – 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 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

4. *Information Systems Analyst I*, OSEC-DICTB-INFOSA1-32-2017, Government Digital Transformation Bureau – ICT Infostructure and Connectivity Division
5. *Information Systems Analyst I*, OSEC-DICTB-INFOSA1-33-2017, Government Digital Transformation Bureau – ICT Infostructure and Connectivity 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 2,000.00 – 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

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 **30 June 2022**.

1. Application letter addressed to **Mr. 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**

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

