

**NOTICE OF VACANCIES  
CENTRAL OFFICE**

Date of Publication : 22 June 2022

1. *Information Systems Analyst II*, OSEC-DICTB-INFOSA2-34-2017, Infostructure Management Bureau – Disaster Risk Reduction Management Division
2. *Information Systems Analyst II*, OSEC-DICTB-INFOSA2-35-2017, Infostructure Management Bureau – Disaster Risk Reduction Management Division
3. *Information Systems Analyst II*, OSEC-DICTB-INFOSA2-38-2017, Government Digital Transformation Bureau – Government Systems Strategic Program Division
4. *Information Systems Analyst II*, OSEC-DICTB-INFOSA2-39-2017, Government Digital Transformation Bureau – Government Systems Strategic Program Division
5. *Information Systems Analyst II*, OSEC-DICTB-INFOSA2-40-2017, Government Digital Transformation Bureau – Government Systems Strategic Program Division

<b>Monthly Salary</b> (SG 16)	Php 38,150.00
<b>Other Benefits/ Incentives:</b>  (Entitlement is subject to existing guidelines, rules and regulations)	<ul style="list-style-type: none"><li>○ Php 2,000.00 – Monthly Personal Economic Relief Allowance</li><li>○ Php 38,150.00 – Mid-Year Bonus</li><li>○ Php 38,150.00 – 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>	4 hours of relevant training
<b>Experience</b>	1 year of relevant experience
<b>Eligibility</b>	Career Service (Professional) Second Level Eligibility

6. *Computer Programmer II*, OSEC-DICTB-COMPRO2-30-2017, Infostructure Management Bureau – Disaster Risk Reduction Management Division

<b>Monthly Salary</b> (SG 15)	Php 35,097.00
<b>Other Benefits/ Incentives:</b>  (Entitlement is subject to existing guidelines, rules and regulations)	<ul style="list-style-type: none"><li>○ Php 2,000.00 – Monthly Personal Economic Relief Allowance</li><li>○ Php 35,097.00 – Mid-Year Bonus</li><li>○ Php 35,097.00 – 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>	4 hours of relevant training
<b>Experience</b>	1 year of relevant experience

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 **2 July 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**

