

**NOTICE OF VACANCIES  
REGIONAL OFFICE NO. VI**

Date of Publication : 14 July 2022

1. *Supervising Administrative Officer*, OSEC-DICTB-SADOF-11-2017, Regional Office No. VI  
– Administrative and Finance 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 2,000.00 – 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 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-ITO1-84-2017, Regional Office No. VI –  
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 2,000.00 – 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

3. *Engineer III*, OSEC-DICTB-ENG3-147-2017, Regional Office No. VI – Technical  
Operations Division

<b>Monthly Salary</b> (SG 19)	Php 49,835.00
<b>Other Benefits/ Incentives:</b>	<ul style="list-style-type: none"><li>○ Php 2,000.00 – Monthly Personal Economic Relief Allowance</li><li>○ Php 49,835.00 – Mid-Year Bonus</li><li>○ Php 49,835.00 – 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>	Bachelor's degree in Engineering relevant to the job
<b>Training</b>	8 hours of relevant training
<b>Experience</b>	2 years of relevant experience
<b>Eligibility</b>	RA 1080

4. *Administrative Assistant III*, OSEC-DICTB-ADAS3-56-2017, Regional Office No. VI – Office of the Director

<b>Monthly Salary</b> <i>(SG 9)</i>	Php 20,402.00
<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 20,402.00 – Mid-Year Bonus</li> <li>○ Php 20,402.00 – Year-End Bonus</li> <li>○ Php 6,000.00 – Clothing Allowance</li> <li>○ Php 5,000.00 – Cash Gift</li> </ul>
<b>Education</b>	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course
<b>Training</b>	4 hours of relevant training
<b>Experience</b>	1 year of relevant experience
<b>Eligibility</b>	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ 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 **24 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. Jane L. Javellana

Director IV – Office of the Regional Director  
DICT Compound, Zamora St., Iloilo City  
**Careers.vc1@dict.gov.ph**

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

