

**NOTICE OF VACANCIES
CENTRAL OFFICE**

Date of Publication : 14 July 2022

1. *Project Manager I*, OSEC-DICTB-PM1-217-2017, Government Digital Transformation Bureau – Development, Test and Project Management Teams

Monthly Salary (SG 25)	Php 100,788.00
Other Benefits/ Incentives: (Entitlement is subject to existing guidelines, rules and regulations)	<ul style="list-style-type: none">○ Php 2,000.00 – Monthly Personal Economic Relief Allowance○ Php 10,000 – Representation and Transportation Allowance○ Php 100,788.00 – Mid-Year Bonus○ Php 100,788.00 – Year-End Bonus○ Php 6,000.00 – Clothing Allowance○ Php 5,000.00 – Cash Gift
Education	Master's degree or Certificate in Leadership and Management from the CSC
Training	120 hours of supervisory/management learning and development intervention
Experience	5 years of supervisory/management experience
Eligibility	Career Service (Professional) Second Level Eligibility

2. *Information Technology Officer III*, OSEC-DICTB-ITO3-224-2017, Government Digital Transformation Bureau – eGovernment Program Management Division
3. *Information Technology Officer III*, OSEC-DICTB-ITO3-223-2017, Infostructure Management Bureau – Data Center Management Division
4. *Information Technology Officer III*, OSEC-DICTB-ITO3-222-2017, Infostructure Management Bureau – Government Online Services Division
5. *Planning Officer V*, OSEC-DICTB-PLO5-226-2017, Corporate Planning and Management Service – Planning and Evaluation Division
6. *Project Development Officer V*, OSEC-DICTB-PDO5-29-2017, Regional Operations Coordination Service – Regional Development Support Division

Monthly Salary (SG 24)	Php 88,410.00
Other Benefits/ Incentives: (Entitlement is subject to existing guidelines, rules and regulations)	<ul style="list-style-type: none">○ Php 2,000.00 – Monthly Personal Economic Relief Allowance○ Php 10,000 – Representation and Transportation Allowance○ Php 88,410.00 – Mid-Year Bonus○ Php 88,410.00 – Year-End Bonus○ Php 6,000.00 – Clothing Allowance○ Php 5,000.00 – Cash Gift

Education	Master's degree or Certificate in Leadership and Management from the CSC
Training	40 hours of supervisory/management learning and development intervention
Experience	4 years of supervisory/management experience
Eligibility	Career Service (Professional) Second Level Eligibility

7. *Attorney IV*, OSEC-DICTB-ATY4-233-2017, Legal Service – Legal Affairs Division

8. *Attorney IV*, OSEC-DICTB-ATY4-234-2017, Legal Service – Legal Affairs Division

Monthly Salary (SG 23)	Php 78,455.00
Other Benefits/ Incentives: (Entitlement is subject to existing guidelines, rules and regulations)	<ul style="list-style-type: none"> ○ Php 2,000.00 – Monthly Personal Economic Relief Allowance ○ Php 78,455.00 – Mid-Year Bonus ○ Php 78,455.00 – Year-End Bonus ○ Php 6,000.00 – Clothing Allowance ○ Php 5,000.00 – Cash Gift
Education	Bachelor of Laws
Training	8 hours of relevant training
Experience	2 years of relevant experience
Eligibility	RA 1080

9. *Engineer IV*, OSEC-DICTB-ENG4-134-2017, Infostructure Management Bureau – Core ICT Infrastructure Management Division

Monthly Salary (SG 22)	Php 69,963.00
Other Benefits/ Incentives: (Entitlement is subject to existing guidelines, rules and regulations)	<ul style="list-style-type: none"> ○ Php 2,000.00 – Monthly Personal Economic Relief Allowance ○ Php 69,963.00 – Mid-Year Bonus ○ Php 69,963.00 – Year-End Bonus ○ Php 6,000.00 – Clothing Allowance ○ Php 5,000.00 – Cash Gift
Education	Bachelor's degree in Engineering relevant to the job
Training	16 hours of relevant training
Experience	3 years of relevant experience
Eligibility	RA 1080

10. *Information Technology Officer I*, OSEC-DICTB-ITO1-145-2017, Government Digital Transformation Bureau – ICT Infostructure and Connectivity Division

11. *Information Systems Analyst III*, OSEC-DICTB-INFOSA3-74-2017, Government Digital Transformation Bureau – Development, Test and Project Management Teams

Monthly Salary (SG 19)	Php 49,835.00
Other Benefits/	<ul style="list-style-type: none"> ○ Php 2,000.00 – Monthly Personal Economic Relief Allowance ○ Php 49,835.00 – Mid-Year Bonus

Incentives: <i>(Entitlement is subject to existing guidelines, rules and regulations)</i>	<ul style="list-style-type: none"> ○ Php 49,835.00 – Year-End Bonus ○ Php 6,000.00 – Clothing Allowance ○ Php 5,000.00 – Cash Gift
Education	Bachelor's degree relevant to the job
Training	8 hours of relevant training
Experience	2 years of relevant experience
Eligibility	Career Service (Professional) Second Level Eligibility

12. *Senior Postal Service Officer*, OSEC-DICTB-SRPSO-238-2017, Office of the Secretary – Postal Regulation Division

Monthly Salary <i>(SG 18)</i>	Php 45,203.00
Other Benefits/ Incentives: <i>(Entitlement is subject to existing guidelines, rules and regulations)</i>	<ul style="list-style-type: none"> ○ Php 2,000.00 – Monthly Personal Economic Relief Allowance ○ Php 45,203.00 – Mid-Year Bonus ○ Php 45,203.00 – Year-End Bonus ○ Php 6,000.00 – Clothing Allowance ○ Php 5,000.00 – Cash Gift
Education	Bachelor's degree
Training	8 hours of relevant training
Experience	2 years of relevant experience
Eligibility	Career Service (Professional) Second Level Eligibility

13. *Planning Officer III*, OSEC-DICTB-PLO3-234-2017, National ICT Planning, Policy and Standards Bureau – Plans and Policy Management, Coordination and Advocacy Division

14. *Planning Officer III*, OSEC-DICTB-PLO3-224-2017, Corporate Planning and Management Service – Planning and Evaluation Division

15. *Planning Officer III*, OSEC-DICTB-PLO3-242-2017, Office of the Secretary – International Cooperation Division

Monthly Salary <i>(SG 18)</i>	Php 45,203.00
Other Benefits/ Incentives: <i>(Entitlement is subject to existing guidelines, rules and regulations)</i>	<ul style="list-style-type: none"> ○ Php 2,000.00 – Monthly Personal Economic Relief Allowance ○ Php 45,203.00 – Mid-Year Bonus ○ Php 45,203.00 – Year-End Bonus ○ Php 6,000.00 – Clothing Allowance ○ Php 5,000.00 – Cash Gift
Education	Bachelor's degree relevant to the job
Training	8 hours of relevant training
Experience	2 years of relevant experience
Eligibility	Career Service (Professional) Second Level Eligibility

16. *Computer Maintenance Technologist III*, OSEC-DICTB-CTMT3-222-2017, Infostructure Management Bureau– Government Online Services Division
17. *Information Systems Researcher III*, OSEC-DICTB-INFOSR3-57-2017, Infostructure Management Bureau – Disaster Risk Reduction Management Division
18. *Information Systems Researcher III*, OSEC-DICTB-INFOSR3-58-2017, Infostructure Management Bureau – Disaster Risk Reduction Management Division

Monthly Salary (SG 17)	Php 41,508.00
Other Benefits/ Incentives: (Entitlement is subject to existing guidelines, rules and regulations)	<ul style="list-style-type: none"> ○ Php 2,000.00 – Monthly Personal Economic Relief Allowance ○ Php 41,508.00 – Mid-Year Bonus ○ Php 41,508.00 – Year-End Bonus ○ Php 6,000.00 – Clothing Allowance ○ Php 5,000.00 – Cash Gift
Education	Bachelor's degree relevant to the job
Training	4 hours of relevant training
Experience	1 year of relevant experience
Eligibility	Career Service (Professional) Second Level Eligibility

19. *Accountant II (Anticipated Vacancy)*, OSEC-DICTB-A2-20-2017, Finance Service – Accounting Division

Monthly Salary (SG 16)	Php 38,150.00
Other Benefits/ Incentives: (Entitlement is subject to existing guidelines, rules and regulations)	<ul style="list-style-type: none"> ○ Php 2,000.00 – Monthly Personal Economic Relief Allowance ○ Php 38,150.00 – Mid-Year Bonus ○ Php 38,150.00 – Year-End Bonus ○ Php 6,000.00 – Clothing Allowance ○ Php 5,000.00 – Cash Gift
Education	Bachelor's degree in Commerce/Business Administration major in Accounting
Training	4 hours of relevant training
Experience	1 year of relevant experience
Eligibility	RA 1080

20. *Engineer II*, OSEC-DICTB-ENG2-228-2017, Infostructure Management Bureau – Disaster Risk Reduction Management Division
21. *Engineer II*, OSEC-DICTB-ENG2-224-2017, Cybersecurity Bureau – National Computer Emergency Response Team Division

Monthly Salary (SG 16)	Php 38,150.00
Other Benefits/ Incentives:	<ul style="list-style-type: none"> ○ Php 2,000.00 – Monthly Personal Economic Relief Allowance ○ Php 38,150.00 – Mid-Year Bonus ○ Php 38,150.00 – Year-End Bonus ○ Php 6,000.00 – Clothing Allowance

<i>(Entitlement is subject to existing guidelines, rules and regulations)</i>	<ul style="list-style-type: none"> ○ Php 5,000.00 – Cash Gift
Education	Bachelor's degree in Engineering relevant to the job
Training	4 hours of relevant training
Experience	1 year of relevant experience
Eligibility	RA 1080

22. *Information Systems Analyst II*, OSEC-DICTB-INFOSA2-30-2017, Cybersecurity Bureau – National Computer Emergency Response Team Division
23. *Information Systems Analyst II*, OSEC-DICTB-INFOSA2-31-2017, Cybersecurity Bureau – National Computer Emergency Response Team Division
24. *Information Systems Analyst II*, OSEC-DICTB-INFOSA2-32-2017, Cybersecurity Bureau – National Computer Emergency Response Team Division

Monthly Salary <i>(SG 16)</i>	Php 38,150.00
Other Benefits/ Incentives: <i>(Entitlement is subject to existing guidelines, rules and regulations)</i>	<ul style="list-style-type: none"> ○ Php 2,000.00 – Monthly Personal Economic Relief Allowance ○ Php 38,150.00 – Mid-Year Bonus ○ Php 38,150.00 – Year-End Bonus ○ Php 6,000.00 – Clothing Allowance ○ Php 5,000.00 – Cash Gift
Education	Bachelor's degree relevant to the job
Training	4 hours of relevant training
Experience	1 year of relevant experience
Eligibility	Career Service (Professional) Second Level Eligibility

25. *Internal Auditor II*, OSEC-DICTB-IAUD2-235-2017, Internal Audit Service – Operations Audit Division
26. *Planning Officer II*, OSEC-DICTB-PLO2-238-2017, National ICT Planning, Policy and Standards Bureau – Plans and Policy Development Division
27. *Planning Officer II*, OSEC-DICTB-PLO2-236-2017, National ICT Planning, Policy and Standards Bureau – Policy Research and Analysis Division
28. *Computer Maintenance Technologist II*, OSEC-DICTB-CTMT2-219-2017, Infostructure Management Bureau – Government Online Services Division
29. *Computer Programmer II*, OSEC-DICTB-COMPRO2-28-2017, Cybersecurity Bureau – National Computer Emergency Response Team Division

Monthly Salary <i>(SG 15)</i>	Php 35,097.00
Other Benefits/ Incentives: <i>(Entitlement is subject to existing</i>	<ul style="list-style-type: none"> ○ Php 2,000.00 – Monthly Personal Economic Relief Allowance ○ Php 35,097.00 – Mid-Year Bonus ○ Php 35,097.00 – Year-End Bonus ○ Php 6,000.00 – Clothing Allowance ○ Php 5,000.00 – Cash Gift

<i>guidelines, rules and regulations)</i>	
Education	Bachelor's degree relevant to the job
Training	4 hours of relevant training
Experience	1 year of relevant experience
Eligibility	Career Service (Professional) Second Level Eligibility

30. *Legal Assistant III*, OSEC-DICTB-LEA3-1-2017, Legal Service – Legal Affairs Division

Monthly Salary <i>(SG 14)</i>	Php 32,321.00
Other Benefits/ Incentives: <i>(Entitlement is subject to existing guidelines, rules and regulations)</i>	<ul style="list-style-type: none"> ○ Php 2,000.00 – Monthly Personal Economic Relief Allowance ○ Php 32,321.00 – Mid-Year Bonus ○ Php 32,321.00 – Year-End Bonus ○ Php 6,000.00 – Clothing Allowance ○ Php 5,000.00 – Cash Gift
Education	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses
Training	8 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure
Experience	1 year experience in legal work such as preparation of pleadings, legal opinions and memoranda or legal research
Eligibility	Career Service (Professional) Second Level Eligibility

31. *Engineer I*, OSEC-DICTB-ENG1-233-2017, Infostructure Management Bureau – Core ICT Infrastructure Management Division

Monthly Salary <i>(SG 12)</i>	Php 27,608.00
Other Benefits/ Incentives: <i>(Entitlement is subject to existing guidelines, rules and regulations)</i>	<ul style="list-style-type: none"> ○ Php 2,000.00 – Monthly Personal Economic Relief Allowance ○ Php 27,608.00 – Mid-Year Bonus ○ Php 27,608.00 – Year-End Bonus ○ Php 6,000.00 – Clothing Allowance ○ Php 5,000.00 – Cash Gift
Education	Bachelor's degree in Engineering relevant to the job
Training	None required
Experience	None required
Eligibility	RA 1080

32. *Legal Assistant II*, OSEC-DICTB-LEA2-231-2017, Legal Service – Legal Affairs Division

33. *Legal Assistant II*, OSEC-DICTB-LEA2-232-2017, Legal Service – Legal Affairs Division

34. *Legal Assistant II*, OSEC-DICTB-LEA2-236-2017, Legal Service – Legal Affairs Division

35. *Legal Assistant II*, OSEC-DICTB-LEA2-227-2017, Legal Service – Litigation and Enforcement Division

Monthly Salary	Php 27,608.00
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<i>(SG 12)</i>	
Other Benefits/ Incentives: <i>(Entitlement is subject to existing guidelines, rules and regulations)</i>	<ul style="list-style-type: none"> ○ Php 2,000.00 – Monthly Personal Economic Relief Allowance ○ Php 27,608.00 – Mid-Year Bonus ○ Php 27,608.00 – Year-End Bonus ○ Php 6,000.00 – Clothing Allowance ○ Php 5,000.00 – Cash Gift
Education	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses
Training	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure
Experience	None required
Eligibility	Career Service (Professional) Second Level Eligibility

36. *Postal Service Officer I*, OSEC-DICTB-POST1-235-2017, Office of the Secretary – Postal Regulation Division

Monthly Salary <i>(SG 11)</i>	Php 25,439.00
Other Benefits/ Incentives: <i>(Entitlement is subject to existing guidelines, rules and regulations)</i>	<ul style="list-style-type: none"> ○ Php 2,000.00 – Monthly Personal Economic Relief Allowance ○ Php 25,439.00 – Mid-Year Bonus ○ Php 25,439.00 – Year-End Bonus ○ Php 6,000.00 – Clothing Allowance ○ Php 5,000.00 – Cash Gift
Education	Bachelor's degree
Training	None required
Experience	None required
Eligibility	Career Service (Professional) Second Level Eligibility

37. *Internal Auditor I*, OSEC-DICTB-IAUD1-235-2017, Internal Audit Service – Management Audit Division

38. *Computer Maintenance Technologist I*, OSEC-DICTB-CTMT1-226-2017, Infostructure Management Bureau – Data Center Management Division

39. *Computer Maintenance Technologist I*, OSEC-DICTB-CTMT1-225-2017, Infostructure Management Bureau – Government Online Services Division

40. *Planning Officer I*, OSEC-DICTB-PLO1-221-2017, Cybersecurity Bureau – Critical Infostructure Evaluation and Cybersecurity Standards Division

41. *Planning Officer I*, OSEC-DICTB-PLO1-220-2017, Corporate Planning and Management Service – Planning and Evaluation Division

42. *Administrative Officer II (Budget Officer I)*, OSEC-DICTB-ADOF2-6-2017, Finance Service – Budget Division

Monthly Salary <i>(SG 11)</i>	Php 25,439.00
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Other Benefits/ Incentives: <i>(Entitlement is subject to existing guidelines, rules and regulations)</i>	<ul style="list-style-type: none"> ○ Php 2,000.00 – Monthly Personal Economic Relief Allowance ○ Php 25,439.00 – Mid-Year Bonus ○ Php 25,439.00 – Year-End Bonus ○ Php 6,000.00 – Clothing Allowance ○ Php 5,000.00 – Cash Gift
Education	Bachelor's degree
Training	None required
Experience	None required
Eligibility	Career Service (Professional) Second Level Eligibility

43. *Administrative Assistant III*, OSEC-DICTB-ADAS3-51-2017, Internal Audit Service – Office of the Director
44. *Administrative Assistant III*, OSEC-DICTB-ADAS3-48-2017, Government Digital Transformation Bureau – Office of the Director
45. *Administrative Assistant III*, OSEC-DICTB-ADAS3-47-2017, Infostructure Management Bureau – Office of the Director
46. *Administrative Assistant III*, OSEC-DICTB-ADAS3-62-2017, Cybersecurity Bureau – Office of the Director
47. *Administrative Assistant III*, OSEC-DICTB-ADAS3-68-2017, Legal Service – Office of the Director
48. *Administrative Assistant III*, OSEC-DICTB-ADAS3-57-2017, Corporate Planning and Management Service – Office of the Director
49. *Administrative Assistant III*, OSEC-DICTB-ADAS3-59-2017, Management Information Systems Service – Office of the Director
50. *Administrative Assistant III*, OSEC-DICTB-ADAS3-60-2017, Regional Operations Coordination Service – Office of the Director

Monthly Salary <i>(SG 9)</i>	Php 20,402.00
Other Benefits/ Incentives: <i>(Entitlement is subject to existing guidelines, rules and regulations)</i>	<ul style="list-style-type: none"> ○ Php 2,000.00 – Monthly Personal Economic Relief Allowance ○ Php 20,402.00 – Mid-Year Bonus ○ Php 20,402.00 – Year-End Bonus ○ Php 6,000.00 – Clothing Allowance ○ Php 5,000.00 – Cash Gift
Education	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course
Training	4 hours of relevant training
Experience	1 year relevant experience
Eligibility	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility

51. *Administrative Assistant II (Cash Clerk III)*, OSEC-DICTB-ADAS2-5-2017, Administrative Service – Cash Division.

Monthly Salary (SG 8)	Php 18,998.00
Other Benefits/ Incentives: (Entitlement is subject to existing guidelines, rules and regulations)	<ul style="list-style-type: none"> ○ Php 2,000.00 – Monthly Personal Economic Relief Allowance ○ Php 18,998.00 – Mid-Year Bonus ○ Php 18,998.00 – Year-End Bonus ○ Php 6,000.00 – Clothing Allowance ○ Php 5,000.00 – Cash Gift
Education	Completion of two years studies in College
Training	4 hours of relevant training
Experience	1 year relevant experience
Eligibility	Career Service (Sub-professional) First Level Eligibility

52. *Administrative Assistant II*, OSEC-DICTB-ADAS2-2-2017, Procurement Service – BAC Secretariat

Monthly Salary (SG 8)	Php 18,998.00
Other Benefits/ Incentives: (Entitlement is subject to existing guidelines, rules and regulations)	<ul style="list-style-type: none"> ○ Php 2,000.00 – Monthly Personal Economic Relief Allowance ○ Php 18,998.00 – Mid-Year Bonus ○ Php 18,998.00 – Year-End Bonus ○ Php 6,000.00 – Clothing Allowance ○ Php 5,000.00 – Cash Gift
Education	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course
Training	4 hours of relevant training
Experience	1 year relevant experience
Eligibility	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;
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

