

**NOTICE OF VACANCIES**
REGIONAL OFFICE NO. IX AND BASULTA

Date of Publication : 22 July 2022

1. *Information Systems Researcher III*, OSEC-DICTB-INFOSR3-51-2017, Regional Office No. IX and BASULTA – Technical Operations 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

2. *Administrative Officer IV (HRMO II)*, OSEC-DICTB-ADOF4-12-2017, Regional Office No. IX and BASULTA – Administrative and Finance Division

Monthly Salary (SG 15)	Php 35,097.00
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 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
Education	Bachelor's degree
Training	4 hours of relevant training
Experience	1 year of relevant experience
Eligibility	Career Service (Professional) Second Level Eligibility

3. *Administrative Assistant III*, OSEC-DICTB-ADAS3-63-2017, Regional Office No. IX and BASULTA – Office of the Director

Monthly Salary (SG 9)	Php 20,402.00
Other Benefits/ Incentives:	<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

<i>(Entitlement is subject to existing guidelines, rules and regulations)</i>	<ul style="list-style-type: none"> ○ 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 of 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 **1 August 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. Maria Teresa M. Camba
 Director IV – Office of the Regional Director
 DICT Bldg., Corcuerra Extension, Port Area, Zamboanga City
careers.mc1@dict.gov.ph

