



**NOTICE OF VACANCY
CENTRAL OFFICE**

Date of Publication : 25 August 2022

1. *Chief Administrative Officer*, OSEC-DICTB-CADOF-20-2017, Administrative Service – Cash 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 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

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 **04 September 2022**.

1. Application letter addressed to **Atty. Gerald James B. Reyes**, Assistant Secretary for Administration and Management Services;
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:

Mr. Nestor S. Bongato, *CESO V*
Director IV – Administrative Service
DICT Bldg., C.P. Garcia Avenue, U.P. Diliman, Quezon City
careers@dict.gov.ph

