



**NOTICE OF VACANCIES
 CENTRAL OFFICE**

Date of Publication : 22 September 2022

1. *Attorney V*, OSEC-DICTB-ATY5-233-2017, Legal Service – Litigation and Enforcement Division

Monthly Salary <i>(SG 25)</i>	Php 100,788.00
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 10,000.00 – 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	Bachelor of Laws
Training	40 hours of supervisory/management training/learning and development intervention
Experience	4 years of supervisory/management experience
Eligibility	RA 1080

2. *Development Management Officer V*, OSEC-DICTB-DMO5-37-2017, ICT Literacy and Competency Development Bureau – Competency, Certification and Courseware Development Division
3. *Chief Administrative Officer*, OSEC-DICTB-CADOF-7-2017, Procurement Service – BAC Secretariat

Monthly Salary <i>(SG 24)</i>	Php 88,410.00
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 10,000.00 – 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 training/ learning and development intervention
Experience	4 years of supervisory/management experience
Eligibility	Career Service (Professional) Second Level Eligibility

4. *Attorney IV*, OSEC-DICTB-ATY4-236-2017, 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

5. *Planning Officer IV*, OSEC-DICTB-PLO4-226-2017, ICT Literacy and Competency Development Bureau – Educational Program Management Division

6. *Planning Officer IV*, OSEC-DICTB-PLO4-231-2017, National ICT Planning, Policy and Standards Bureau – Plans and Policy Development Division

7. *Supervising Administrative Officer*, OSEC-DICTB-SADOF-7-2017, Procurement Service – Procurement Planning and 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 relevant to the job
Training	16 hours of relevant training
Experience	3 years of relevant experience
Eligibility	Career Service (Professional) Second Level Eligibility

8. *Supervising Postal Service Officer*, OSEC-DICTB-SVPSO-236-2017, Office of the Secretary – Postal Regulation Division

Monthly Salary (SG 22)	Php 69,963.00
Other Benefits/ Incentives: (Entitlement is subject to existing	<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

<i>guidelines, rules and regulations)</i>	
Education	Bachelor's degree
Training	16 hours of relevant training
Experience	3 years of relevant experience
Eligibility	Career Service (Professional) Second Level Eligibility

9. *Attorney III*, OSEC-DICTB-ATY3-235-2017, Office of the Secretary – Postal Regulation Division

Monthly Salary (SG 21)	Php 62,449.00
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 62,449.00 – Mid-Year Bonus ○ Php 62,449.00 – Year-End Bonus ○ Php 6,000.00 – Clothing Allowance ○ Php 5,000.00 – Cash Gift
Education	Bachelor of Laws
Training	4 hours of relevant training
Experience	1 year of relevant experience
Eligibility	RA 1080

10. *Information Technology Officer I*, OSEC-DICTB-ITO1-141-2017, Infostructure Management Bureau – Government Online Services Division

Monthly Salary (SG 19)	Php 49,835.00
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 49,835.00 – Mid-Year Bonus ○ 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

11. *Administrative Officer V*, OSEC-DICTB-ADOF5-13-2017, Administrative Service – General Services Division

12. *Planning Officer III*, OSEC-DICTB-PLO3-236-2017, National ICT Planning, Policy and Standards Bureau – Policy Research and Analysis Division

Monthly Salary (SG 18)	Php 45,203.00
Other Benefits/	<ul style="list-style-type: none"> ○ Php 2,000.00 – Monthly Personal Economic Relief Allowance ○ Php 45,203.00 – Mid-Year Bonus

Incentives: <i>(Entitlement is subject to existing guidelines, rules and regulations)</i>	<ul style="list-style-type: none"> ○ 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

13. *Computer Maintenance Technologist II*, OSEC-DICTB-CTMT2-221-2017, Infostructure Management Bureau – Data Center Management Division
14. *Computer Maintenance Technologist II*, OSEC-DICTB-CTMT2-222-2017, Infostructure Management Bureau – Data Center Management Division
15. *Computer Maintenance Technologist II*, OSEC-DICTB-CTMT2-223-2017, Infostructure Management Bureau – Data Center Management Division
16. *Computer Maintenance Technologist II*, OSEC-DICTB-CTMT2-229-2017, Infostructure Management Bureau – Data Center Management Division
17. *Computer Maintenance Technologist II*, OSEC-DICTB-CTMT2-230-2017, Infostructure Management Bureau – Data Center Management Division

Monthly Salary <i>(SG 15)</i>	Php 35,097.00
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 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 relevant to the job
Training	4 hours of relevant training
Experience	1 year of relevant experience
Eligibility	Career Service (Professional) Second Level Eligibility

18. *Accountant I*, OSEC-DICTB-A1-19-2017, Finance Service – Accounting 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 Commerce/Business Administration major in Accounting

Training	None required
Experience	None required
Eligibility	RA 1080

19. *Administrative Officer II*, OSEC-DICTB-ADOF2-2-2017, Procurement Service – Procurement Contract Management Division

Monthly Salary (SG 11)	Php 25,439.00
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 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 relevant to the job
Training	None required
Experience	None required
Eligibility	Career Service (Professional) Second Level Eligibility

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

Monthly Salary (SG 11)	Php 25,439.00
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 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

21. *Administrative Assistant III*, OSEC-DICTB-ADAS3-58-2017, ICT Literacy and Competency Development Bureau – Office of the Director

22. *Administrative Assistant III*, OSEC-DICTB-ADAS3-49-2017, Procurement Service – 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 ○ Php 6,000.00 – Clothing Allowance ○ Php 5,000.00 – Cash Gift

<i>(Entitlement is subject to existing guidelines, rules and regulations)</i>	
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 **02 October 2022**.

1. SUBJECT: **POSITION [ITEM NUMBER] BUREAU/SERVICE – DIVISION**
2. Application letter addressed to **Atty. Gerald James B. Reyes**, Assistant Secretary for Administration and Management Services;

Upon receipt of the email application, a google form will be provided wherein applicants should upload the following documents in **PDF** format:

3. Fully accomplished Personal Data Sheet (PDS) in with a recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet (WES) which can be downloaded at www.csc.gov.ph;
4. Photocopy of Diploma;
5. Photocopy of Transcript of Records;
6. Photocopy of certificate of eligibility/rating/license, if applicable;
7. Certificates of relevant training, seminars and awards/recognition, if any;
8. Performance rating in the last rating period (if applicable);
9. Certificate of previous employment, if applicable;
10. Certification of no pending administrative charge; and,
11. 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

