


Republic of the Philippines  
**DEPARTMENT OF TRADE AND INDUSTRY**  
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF TRADE AND INDUSTRY in the CSC website:

  
RALYN GONG  
HRMO

Date: \_\_\_\_\_  
May 06, 2024

No. (Parenthetical Title, if applicable)	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment	
					Education	Training	Experience	Eligibility			
1	(1) Trade Industry Development Analyst	OSEC-DTIB-TRIDA-38-2014	11	27000	Bachelor's Degree relevant to the job	None required	None required	None required	Career Service Professional / Second Level Eligibility	<p><b>Core Competencies:</b></p> <ul style="list-style-type: none"> <li>1-Integrated Industry and Global Outlook - Basic</li> <li>2-Delivering Solutions, Services and Support to DTI Stakeholders - Basic</li> <li>3-Networking and Linkaging - Intermediate</li> <li>4-Delivering Excellent Results - Intermediate</li> <li>5-Collaborating - Basic</li> <li>6-Agility - Basic</li> <li>7-Exemplifying Professionalism and Integrity - Intermediate</li> </ul>	Leyte Provincial Office
2	(1) Trade Industry Development Analyst	OSEC-DTIB-TRIDA-54-2014	11	27000	Bachelor's Degree relevant to the job	None required	None required	None required	Career Service Professional / Second Level Eligibility	<p><b>Core Competencies:</b></p> <ul style="list-style-type: none"> <li>1-Integrated Industry and Global Outlook - Basic</li> <li>2-Delivering Solutions, Services and Support to DTI Stakeholders - Basic</li> <li>3-Networking and Linkaging - Intermediate</li> <li>4-Delivering Excellent Results - Intermediate</li> <li>5-Collaborating - Basic</li> <li>6-Agility - Basic</li> <li>7-Exemplifying Professionalism and Integrity - Intermediate</li> </ul>	Leyte Provincial Office

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 May 16, 2024.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and Work Experience Sheet (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the last rating period (if applicable);

3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records, Certificates of Employment and Certificates of Trainings attended
5. The agency highly encourages interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**CELERINA T. BATO, CESO III**  
Regional Director  
DTI Regional Office 8  
[RO8@dti.gov.ph](mailto:RO8@dti.gov.ph)

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