


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

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AUG 29 2018
CIVIL SERVICE COMMISSION
LEYTE FIELD OFFICE II

To: CIVIL SERVICE COMMISSION (CSC)

This is to request for the publication of the following vacant positions in the DEPARTMENT OF TRADE & INDUSTRY in the CSC website:


CYNTHIA R. NIERRAS
(Head of Agency)

Date: August 29, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Eligibility	Competency	Place Assign
					Education	Training	Experience			
1	Chief Trade and Industry Development Specialist (CTIDS)	OSEC-DTIB-CTIDS-39-1998	24	73,299.00	Masteral Degree	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years reckoned from the date of issuance of appointment	4 years in position/s involving management and supervision	CS Professional		DTI No. S
2	Sr. Trade and Industry Devt. Specialist (STIDS)	OSEC-DTIB-SRTIDS-285-1998	18	38,085.00	Bachelor's Degree relevant to the job	8 hours of relevant trainings	2 years of relevant experience	CS Professional		DTI Sama
3	Administrative Officer V / Mgt. Audit Analyst (MAA III)	OSEC-DTIB-ADOF5-16-2015	18	38,085.00	Bachelor's Degree relevant to the job	8 hours of relevant trainings	2 years of relevant experience	CS Professional	Please see attached sheets	DTI RO 8
4	Trade and Industry Devt. Specialist (TIDS)	OSEC-DTIB-TRIDS-470-1998	15	29,010.00	Bachelor's Degree relevant to the job	4 hours of relevant trainings	1 year of relevant experience	CS Professional		DTI Leyte
5	Trade and Industry Devt. Specialist (TIDS)	OSEC-DTIB-TRIDS-476-1998	15	29,010.00	Bachelor's Degree relevant to the job	4 hours of relevant trainings	1 year of relevant experience	CS Professional		DTI E. Sa
6	Administrative Officer III / (Cashier)	OSEC-DTIB-ADOF3-18-2015	14	26,494.00	Bachelor's Degree relevant to the job	4 hours of relevant trainings	1 year of relevant experience	CS Professional		DTI RO 8
7	Trade and Industry Devt. Analyst (TIDA)	OSEC-DTIB-TRIDA-38-2014	11	20,179.00	Bachelor's Degree relevant to the job	None required	None required	CS Professional		DTI Leyte
8	Administrative Officer II	OSEC-DTIB-ADOF2-28-2015	11	20,179.00	Bachelor's Degree	None required	None required	CS Professional		DTI No. S

The DTI RO 8 highly encourages interested and qualified applicants including persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities (SOGI) to apply.

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 **September 14, 2018**:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

CYNTHIA R. NIERRAS

Regional Director

DTI Regional Office 8

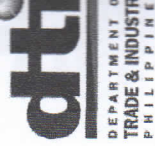
2/F Leyte Academic Center Bldg, Pawing, Palo, Leyte

r08@dti.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

REQUIRED COMPETENCIES

For Supervisory Position: Chief Trade and Industry Development Specialist (CTIDS)



Competencies	Definition
CORE	
Knowledge About DTI	Tells the story of the DTI strategic Map and relates it to the Enterprise Scorecard.
Adaptability	Presents a positive disposition and maintain constructive interpersonal relationships when under stress.
Planning and Organizing	Allocates appropriate amount of time for completing own and other's work with high level of quality.
Decision Making	Chooses appropriate action by formulating clear decision criteria, evaluating options (considering implications and consequences) and choosing an effective option.
Building Strategic Working Relationships	Facilitates agreement - Gains agreement from partners to support ideas or take partnership-oriented action; uses sound rationale to explain value of actions.
Effective Communication Skills	Responds to and discusses issues/questions in an understandable manner without being defensive and maintaining the dignity of others.
SUPERVISORY	
Selecting Talent	Integrates candidate information from available assessment sources; categorizes and rates the data using accurate and reliable standards; reaches consensus with other evaluators on candidate ratings.
Delegating Responsibility	Provides support without removing responsibility - Suggests resources and provides assistance or coaching as needed; expresses confidence in the individual.
Managing Conflict	Presents and seeks potential solutions or positive courses of action.
Coaching and Developing Others	Guides development - Provides guidance and positive models to help others develop; seeks suggestions for improving performance; collaboratively creates development plans that include activities targeted to specific goals.
Leadership Disposition	Engages people - Attends to the needs and feelings of others to develop effective working relationships with direct reports and others; relates easily to people; inspires and works well with others.

REQUIRED COMPETENCIES

For Technical Positions: STIDS, Admin Officer V, TIDS, AO III, TIDA, AO II



Competencies	Definition	
CORE		
Knowledge About DTI	Understands the DTI mandate, MFOs/services, organizational structure.	Inte
Adaptability	Shifts priorities, changes style and responds with new approaches as needed to deal with new or changing demands.	Inte
Planning and Organizing	Determines resource requirements and necessary sequence of activities needed to achieve goals. Interprets and integrates information from a variety of sources, detects trends, associations and cause-effect relationships.	Inte
Decision Making	Develops others' and own ideas - Seeks and expands on original ideas, enhances others' ideas and contributes own ideas about the issues at hand.	Inte
Building Strategic Working Relationships	Uses varied communication systems, methodologies and strategies to promote dialogue and shared understanding.	Inte
Effective Communication Skills		
TECHNICAL		
Business Acumen	Applies the learnings and experience gained to accurately diagnose business strengths and weaknesses.	Int
Effective Management of Time and Resources	Schedules - Effectively allocates own time to complete work; coordinates own and others' schedules to avoid conflicts.	Int
Technical/Professional Knowledge and Skills	Knows how to apply knowledge, skill or procedure.	Int