

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 B. ONG

HRMO

Date:

December 07, 2023

No. (Parenthetical Title, if applicable)	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	(1) Senior Trade and Industry Development Specialist	OSEC-DTIB-SRTTIDS-281-1998	18	P46,725.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional/ Second Level Eligibility	<p><u>Core Competencies:</u></p> <ul style="list-style-type: none"> 1-Integrated Industry and Global Outlook - Intermediate 2-Delivering Solutions, Services and Support to DTI Stakeholders - Intermediate 3-Networking and Linkaging - Advance 4-Delivering Excellent Results - Advance 5-Collaborating - Advance 6-Agility - Intermediate 7-Exemplifying Professionalism and Integrity - Advance 	DTI 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 **December 17, 2023**.

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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.