

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



To: CIVIL SERVICE COMMISSION (CSC)

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

Elena M. Tezon
ELENA M. TEZON

Administrative Officer V / HRMO

Date: September 18, 2019

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide VI (Clerk III)	OSEC-DTIB-ADA6-16-2015	6	14,847.00	Completion of 2 years studies in college	none required	none required	Career Service (Sub- Professional) First Level Eligibility	1-Integrated Industry and Globalized Outlook -Basic 2-Delivering Solutions, Services and Support to DTI's Stakeholders-Basic 3-Networking and Linkaging-Basic 4-Delivering Excellent Results-Basic 5-Collaborating-Basic 6-Agility-Basic 7-Exemplifying Professionalism and Integrity-Basic	DTI 8 Regional Office

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 30, 2019**:

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 last rating period (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:

ARD CELERINA T. BATO

OIC-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.



ELENA M. TOSON

September 18, 2019

No.	Position Title (Application)	Requirements	Minimum Grade	Employment Status	Qualification Standards				Other Remarks	Status of Application
					Education	Training	Experience	Skills		
1	Administrative Officer - II	Administrative Officer - II	11	Regular	Completion of 2 years-study in college	None	None	None	None	Not yet

The DTI RO 8 hereby encourages interested and qualified applicants to apply for the position of Administrative Officer (PVD) positions of indigenous practitioners and those from any social strata, and gender, whether foreign or local to apply.

Interested and qualified applicants should send their complete application documents to the Application Letter and send to the address below on or before **September 26, 2019**.

1. Fully accomplished Personal Data Sheet (PDS) with recent 2x2 inch photograph (DTI Form No. 012) and a valid ID photo (2x2 inch) with a white background.
2. The form must be signed by the applicant and the Regional Director.
3. A copy of the certificate of marriage or birth certificate of the applicant and
4. A copy of the certificate of residence.