

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: November 24, 2020

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 Officer V (Budget Officer III)	OSEC-DTIB- ADOF5-18-2015	18	42,159.00	Bachelor's Degree relevant to the job	8 hours of relevant trainings	2 years of relevant experience	Career Service Professional / Second Level Eligibility	1-Integrated Industry and Globalized Outlook -Intermediate 2-Delivering Solutions, Services and Support to DTI's Stakeholders-Intermediate 3-Networking and Linkaging-Advanced 4-Delivering Excellent Results-Advanced 5-Collaborating-Advance 6-Agility-Intermediate 7-Exemplifying Professionalism and Integrity-Advance	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 **December 05, 2020:**

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:

CELERINA T. BATO
Regional Director
DTI Regional Office 8
DTI Bldg, Pawing, Palo, Leyte
r08@dti.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.