


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

Administrative Officer V / HRMO

Date: December 02, 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	Chief Trade and Industry Development Specialist (CTIDS)	OSEC-DTIB- CTIDS-37-1998	24	83,406.00	Masteral Degree	24 hours of training in management and supervision	4 years in position/s involving management and supervision	Career Service (Professional) Second Level Eligibility	1-Integrated Industry and Globalized Outlook -Advanced 2-Delivering Solutions, Services and Support to DTI's Stakeholders-Advanced 3-Networking and Linkaging-Superior 4-Delivering Excellent Results-Superior 5-Collaborating-Superior 6-Agility-Advanced 7-Exemplifying Professionalism and Integrity-Superior 8-Strategic and Systems Thinking-Advanced 9-Managing Performance-Advanced 10-Building Capabilities-Advanced 11-Engaging and Inspiring Individual and Teams-Advanced	DTI 8 Regional Office

2	Supervising Trade and Industry Development Specialist (SVTIDS)	OSEC-DTIB-SVTIDS-57-2014	22	65,319.00	Bachelor's Degree relevant to the job	16 hours of relevant trainings	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	1-Integrated Industry and Globalized Outlook -Advanced 2-Delivering Solutions, Services and Support to DTI's Stakeholders-Advanced 3-Networking and Linking-Advanced 4-Delivering Excellent Results-Advanced 5-Collaborating-Advanced 6-Agility-Advanced 7-Exemplifying Professionalism and Integrity-Advanced 8-Strategic and Systems Thinking-Basic 9-Managing Performance-Intermediate 10-Building Capabilities-Intermediate 11-Engaging and Inspiring Individual and Teams-Intermediate	DTI 8 Regional Office
3	Administrative Officer III (Records Officer II)	OSEC-DTIB-ADOF3-17-2015	14	27,755.00	Bachelor's Degree	4 hours of relevant trainings	1 year 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 Linking-Advanced 4-Delivering Excellent Results-Advanced 5-Collaborating-Intermediate 6-Agility-Intermediate 7-Exemplifying Professionalism and Integrity-Intermediate	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 than **December 13, 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.