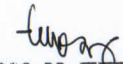


Republic of the Philippines  
DEPARTMENT OF TRADE AND INDUSTRY  
Request for Publication of Vacant Positions

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<br>(Parenthetical Title,<br>if applicable)     | Plantilla Item<br>No.       | Salary/<br>Job/ Pay<br>Grade | Monthly<br>Salary | Qualification Standards |  |  |   |  | Place of<br>Assignment   |
|-----|---|-----------------------------|------------------------------|-------------------|-------------------------|--|--|---|--|--------------------------|
|     |   |                             |                              |                   | Education               | Training   | Experience   | Eligibility   | Competency<br>(if applicable)  |                          |
| 1   | Chief Trade and<br>Industry Development<br>Specialist (CTIDS) | OSEC-DTIB-<br>CTIDS-37-1998 | 24                           | 83,406.00         | Masteral Degree         | 40 hours of<br>supervisory/<br>management<br>training /<br>learning and<br>development<br>intervention | 4 years in<br>position/s<br>involving<br>management<br>and supervision | Career Service<br>(Professional)<br>Second Level<br>Eligibility | 1-Integrated Industry and Globalized<br>Outlook -Advanced<br>2-Delivering Solutions, Services and Support<br>to DTI's Stakeholders-Advanced<br>3-Networking and Linkaging-Superior<br>4-Delivering Excellent Results-Superior<br>5-Collaborating-Superior<br>6-Agility-Advanced<br>7-Exemplifying Professionalism and<br>Integrity-Superior<br>8-Strategic and Systems Thinking-Advanced<br>9-Managing Performance-Advanced<br>10-Building Capabilities-Advanced<br>11-Engaging and Inspiring Individual and<br>Teams-Advanced | DTI 8 Regional<br>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<br>2-Delivering Solutions, Services and Support to DTI's Stakeholders-Advanced<br>3-Networking and Linkaging-Advanced<br>4-Delivering Excellent Results-Advanced<br>5-Collaborating-Advanced<br>6-Agility-Advanced<br>7-Exemplifying Professionalism and Integrity-Advanced<br>8-Strategic and Systems Thinking-Basic<br>9-Managing Performance-Intermediate<br>10-Building Capabilities-Intermediate<br>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<br>2-Delivering Solutions, Services and Support to DTI's Stakeholders-Intermediate<br>3-Networking and Linkaging-Advanced<br>4-Delivering Excellent Results-Advanced<br>5-Collaborating-Intermediate<br>6-Agility-Intermediate<br>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](http://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](mailto:r08@dti.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**