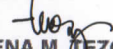


Republic of the Philippines
DEPARTMENT OF TRADE AND INDUSTRY
Request for Publication of Vacant Positions

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: May 16, 2019

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Supervising Trade and Industry Development Specialist (SVTIDS)	OSEC-DTIB-SVTIDS-59-2014	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	Please see attached sheets	DTI Biliran
2	Attorney III	OSEC-DTIB-ATY3-10-2019	21	57,805.00	Bachelor of Laws	4 hours of relevant trainings	1 year of relevant experience	RA 1080 (Bar)		DTI 8 Regional Office
3	Trade and Industry Devt. Specialist (TIDS)	OSEC-DTIB-TRIDS-501-1998	15	30,531.00	Bachelor's Degree relevant to the job	4 hours of relevant trainings	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		DTI Leyte
4	Trade and Industry Devt. Analyst (TIDA)	OSEC-DTIB-TRIDA-54-2014	11	20,754.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		DTI Leyte
5	Administrative Officer II	OSEC-DTIB-ADOF2-28-2015	11	20,754.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility		DTI No. Samar

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 **May 31, 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.

REQUIRED COMPETENCIES

Position: Supervising TIDS



Competencies	Definition	Level
CORE/ORGANIZATIONAL		
Integrated Industry and Globalized Outlook	Extending one's views and perspectives beyond immediate environment and taking into account the varied needs and interests of stakeholders (producers, consumers, sellers, traders, regulators, LGUs, etc.) when analyzing issues, concerns, and opportunities, in order to develop offerings and solutions that cater to broader audiences/platforms.	Advance
Delivering Solutions, Services and Support to DTI 's Stakeholders	Identifying, evaluating and anticipating the needs of DTI's internal and external stakeholders and formulating policies and programs to facilitate the delivery of services and solutions that are responsive to their needs.	Advance
Networking and Linkaging	Identifying, developing and nurturing reliable channels and networks, strategic relationships and alliances with both internal and external stakeholders for mutual cooperation, assistance, knowledge/information and expertise sharing, etc. that are key to performing DTI's mandate and strategic imperatives.	Advance
Delivering Excellent Results	Identifying and organizing resources and actions towards high standards of goal attainment.	Advance
Collaborating	Developing and using collaborative relationships to facilitate the accomplishment of work goals.	Advance
Agility	Being able to quickly make sense of a situation, understand issues, size up one's position, and then take appropriate decisions and actions to mitigate problems or to optimize gains. This implies adapting one's approach as the requirements of a situation change, being comfortable in ambiguous situations and maintaining effectiveness in a variety of situations and with various individuals or groups.	Advance
Exemplifying Professionalism and Integrity	Demonstrating openness and honesty, and acts with integrity while promoting consistency in practice and application of standards, principles, values and governing rules and regulations.	Advance
LEADERSHIP AND MANAGERIAL COMPETENCIES		
Strategic and Systems Thinking	Aligning own and unit's work to deliver DTI's strategic imperatives, taking into consideration external realities and internal capacities and how to work within and among the different units and systems of the department, including the allocation of critical resources, talents and efforts, with a long term and big picture perspective.	Basic
Managing Performance	Keeping employee performance within and/or above standards by setting clear goals and expectations, tracking progress against goals, and addressing performance problems and issues promptly.	Intermediate
Building Capabilities	Methodically assessing staff and group competency development needs to ensure delivery of services and to respond to the future growth needs of the institution.	Intermediate
Engaging and Inspiring Individuals and Teams	Harnessing the energies and commitment of those they lead towards the achievement of goals and organizational excellence.	Intermediate

Long

REQUIRED COMPETENCIES

Position: Attorney III



Competencies	Definition	Level
CORE/ORGANIZATIONAL		
Integrated Industry and Globalized Outlook	Extending one's views and perspectives beyond immediate environment and taking into account the varied needs and interests of stakeholders (producers, consumers, sellers, traders, regulators, LGUs, etc.) when analyzing issues, concerns, and opportunities, in order to develop offerings and solutions that cater to broader audiences/platforms.	Intermediate
Delivering Solutions, Services and Support to DTI 's Stakeholders	Identifying, evaluating and anticipating the needs of DTI's internal and external stakeholders and formulating policies and programs to facilitate the delivery of services and solutions that are responsive to their needs.	Intermediate
Networking and Linkaging	Identifying, developing and nurturing reliable channels and networks, strategic relationships and alliances with both internal and external stakeholders for mutual cooperation, assistance, knowledge/information and expertise sharing, etc. that are key to performing DTI's mandate and strategic imperatives.	Advance
Delivering Excellent Results	Identifying and organizing resources and actions towards high standards of goal attainment.	Advance
Collaborating	Developing and using collaborative relationships to facilitate the accomplishment of work goals.	Intermediate
Agility	Being able to quickly make sense of a situation, understand issues, size up one's position, and then take appropriate decisions and actions to mitigate problems or to optimize gains. This implies adapting one's approach as the requirements of a situation change, being comfortable in ambiguous situations and maintaining effectiveness in a variety of situations and with various individuals or groups.	Intermediate
Exemplifying Professionalism and Integrity	Demonstrating openness and honesty, and acts with integrity while promoting consistency in practice and application of standards, principles, values and governing rules and regulations.	Intermediate
TECHNICAL/FUNCTIONAL		
Investigation and Inquiry	Identifying, obtaining, evaluating, validating and integrating the information needed to clarify a situation, from appropriate sources, using questioning techniques to draw out the information needed.	Advance
Legal Research	Obtaining information from various sources to answer/address a legal question, issue or matter.	Advance
Legal Analysis	Identifying and reviewing relevant laws, jurisprudence, policy, rules, regulation and circulars, checking precedent cases, and searching non-legal sources as supporting information to determine the merits of a case and possible outcomes.	Advance
Legal Advisory	Providing legal advice, opinion on, and appropriate response to issues or legal concerns based on a broad and updated understanding of relevant statutes, laws, regulations, procedures, principles and court decisions.	Advance

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REQUIRED COMPETENCIES

Position: Trade and Industry Development Specialist (TIDS)



Competencies	Definition	Level
CORE/ORGANIZATIONAL		
Integrated Industry and Globalized Outlook	Extending one's views and perspectives beyond immediate environment and taking into account the varied needs and interests of stakeholders (producers, consumers, sellers, traders, regulators, LGUs, etc.) when analyzing issues, concerns, and opportunities, in order to develop offerings and solutions that cater to broader audiences/platforms.	Intermediate
Delivering Solutions, Services and Support to DTI 's Stakeholders	Identifying, evaluating and anticipating the needs of DTI's internal and external stakeholders and formulating policies and programs to facilitate the delivery of services and solutions that are responsive to their needs.	Intermediate
Networking and Linkaging	Identifying, developing and nurturing reliable channels and networks, strategic relationships and alliances with both internal and external stakeholders for mutual cooperation, assistance, knowledge/information and expertise sharing, etc. that are key to performing DTI's mandate and strategic imperatives.	Advance
Delivering Excellent Results	Identifying and organizing resources and actions towards high standards of goal attainment.	Advance
Collaborating	Developing and using collaborative relationships to facilitate the accomplishment of work goals.	Intermediate
Agility	Being able to quickly make sense of a situation, understand issues, size up one's position, and then take appropriate decisions and actions to mitigate problems or to optimize gains. This implies adapting one's approach as the requirements of a situation change, being comfortable in ambiguous situations and maintaining effectiveness in a variety of situations and with various individuals or groups.	Intermediate
Exemplifying Professionalism and Integrity	Demonstrating openness and honesty, and acts with integrity while promoting consistency in practice and application of standards, principles, values and governing rules and regulations.	Intermediate
TECHNICAL/FUNCTIONAL		
Project Management	Identifying, planning, organizing, monitoring and evaluating the conduct of activities and allocation, deployment and utilization of resources to attain project goals and objectives lead time in sorting out problems along the way.	Intermediate
Events Management	Planning, organizing, directing and evaluating small to large scale events such as festivals, exhibits, conferences, ceremonies, conventions, trade fairs, etc. to promote Philippine products and services.	Intermediate
Information, Education and Communication (IEC) Materials Development	Formatting and designing promotional materials (brochures, annual reports, leaflets, product catalogues, books etc.) that convey information and messages for publication and general distribution, also elicits desired action/response.	Intermediate

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REQUIRED COMPETENCIES

Position: Trade and Industry Development Analyst (TIDA)



Competencies	Definition	Level
CORE/ORGANIZATIONAL		
Integrated Industry and Globalized Outlook	Extending one's views and perspectives beyond immediate environment and taking into account the varied needs and interests of stakeholders (producers, consumers, sellers, traders, regulators, LGUs, etc.) when analyzing issues, concerns, and opportunities, in order to develop offerings and solutions that cater to broader audiences/platforms.	Basic
Delivering Solutions, Services and Support to DTI 's Stakeholders	Identifying, evaluating and anticipating the needs of DTI's internal and external stakeholders and formulating policies and programs to facilitate the delivery of services and solutions that are responsive to their needs.	Basic
Networking and Linkaging	Identifying, developing and nurturing reliable channels and networks, strategic relationships and alliances with both internal and external stakeholders for mutual cooperation, assistance, knowledge/information and expertise sharing, etc. that are key to performing DTI's mandate and strategic imperatives.	Intermediate
Delivering Excellent Results	Identifying and organizing resources and actions towards high standards of goal attainment.	Intermediate
Collaborating	Developing and using collaborative relationships to facilitate the accomplishment of work goals.	Basic
Agility	Being able to quickly make sense of a situation, understand issues, size up one's position, and then take appropriate decisions and actions to mitigate problems or to optimize gains. This implies adapting one's approach as the requirements of a situation change, being comfortable in ambiguous situations and maintaining effectiveness in a variety of situations and with various individuals or groups.	Basic
Exemplifying Professionalism and Integrity	Demonstrating openness and honesty, and acts with integrity while promoting consistency in practice and application of standards, principles, values and governing rules and regulations.	Intermediate
TECHNICAL/FUNCTIONAL		
Customer/Consumer Complaints Handling	Identifying, evaluating and delivering various services to support/address consumer inquiries, complaints and reasonable needs.	Basic
Business Name Registration	Receiving, reviewing, evaluating and processing Business Name registrations according to established standards, procedures, rules and regulations.	Basic
Business Communication	Verbally expresses and articulates ideas and information in a pleasant manner, using a language that is clear, concise, and easy to understand including the ability to listen and understand unspoken feelings and concerns of others.	Intermediate
Computer Skills	Uses computers and related information technology to perform various tasks and accomplish work assignments.	Intermediate

Long

REQUIRED COMPETENCIES

Position: Administrative Officer II



Competencies	Definition	Level
CORE/ORGANIZATIONAL		
Integrated Industry and Globalized Outlook	Extending one's views and perspectives beyond immediate environment and taking into account the varied needs and interests of stakeholders (producers, consumers, sellers, traders, regulators, LGUs, etc.) when analyzing issues, concerns, and opportunities, in order to develop offerings and solutions that cater to broader audiences/platforms.	Basic
Delivering Solutions, Services and Support to DTI 's Stakeholders	Identifying, evaluating and anticipating the needs of DTI's internal and external stakeholders and formulating policies and programs to facilitate the delivery of services and solutions that are responsive to their needs.	Basic
Networking and Linkaging	Identifying, developing and nurturing reliable channels and networks, strategic relationships and alliances with both internal and external stakeholders for mutual cooperation, assistance, knowledge/information and expertise sharing, etc. that are key to performing DTI's mandate and strategic imperatives.	Intermediate
Delivering Excellent Results	Identifying and organizing resources and actions towards high standards of goal attainment.	Intermediate
Collaborating	Developing and using collaborative relationships to facilitate the accomplishment of work goals.	Basic
Agility	Being able to quickly make sense of a situation, understand issues, size up one's position, and then take appropriate decisions and actions to mitigate problems or to optimize gains. This implies adapting one's approach as the requirements of a situation change, being comfortable in ambiguous situations and maintaining effectiveness in a variety of situations and with various individuals or groups.	Basic
Exemplifying Professionalism and Integrity	Demonstrating openness and honesty, and acts with integrity while promoting consistency in practice and application of standards, principles, values and governing rules and regulations.	Intermediate
TECHNICAL/FUNCTIONAL		
Compensation and Benefits Administration	Administering the compensation and benefits processes.	Intermediate
Timekeeping and Attendance Policy Administration	Administering the time-keeping and attendance processes of the Department.	Intermediate
Business Communication	Verbally expresses and articulates ideas and information in a pleasant manner, using a language that is clear, concise, and easy to understand including the ability to listen and understand unspoken feelings and concerns of others.	Intermediate
Business Writing	Conveying information and intention in written form in a clear, concise and comprehensive manner that effectively convey the information capturing all essential details and updates, and in the form fit for the intention (e.g. business letters, memos, position and policy papers, technical reports).	Basic
Computer Skills	Uses computers and related information technology to perform various tasks and accomplish work assignments.	Intermediate

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