

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: **July 26, 2021**

| 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 | (3) Chief Trade and Industry Development Specialist (CTIDS) | OSEC-DTIB-CTIDS-38-1998 OSEC-DTIB-CTIDS-39-1998 OSEC-DTIB-CTIDS-42-1998 | 24 | P86,742.22 | Master's Degree or Certificate in Leadership and Management from CSC | 40 hours of supervisory/ management learning and development intervention | 4 years of supervisory /management experience | Career Service Professional / Second Level Eligibility | <u>Core Competencies:</u> 1-Integrated Industry and Globalized Outlook -Advance 2-Delivering Solutions, Services and Support to DTI's Stakeholders-Advance 3-Networking and Linkaging-Superior 4-Delivering Excellent Results-Superior 5-Collaborating-Superior 6-Agility-Advance 7-Exemplifying Professionalism and Integrity-Superior <u>Leadership and Managerial Competencies:</u> 1-Strategic and Systems Thinking-Advance 2-Managing Performance-Advance 3-Building Capabilities-Advance 4-Engaging and Inspiring Individual and Teams-Advance | Regional Office Samar Northern Samar |
| 2 | (1) Administrative Officer V (Management and Audit Analyst III) | OSEC-DTIB-ADO5-16-2015 | 18 | P43,681.00 | Bachelor's Degree relevant to the job | 8 hours of relevant trainings | 2 years of relevant experience | Career Service Professional / Second Level Eligibility | <u>Core Competencies:</u> 1-Integrated Industry and Globalized Outlook - Intermediate 2-Delivering Solutions, Services and Support to DTI's Stakeholders-Intermediate 3-Networking and Linkaging-Advance 4-Delivering Excellent Results-Advance 5-Collaborating-Advance 6-Agility-Intermediate 7-Exemplifying Professionalism and Integrity-Advance | Regional Office |
| 3 | (1) Senior Trade and Industry Development Specialist (STIDS) | OSEC-DTIB-SRTIDS-275-1998 | 18 | P43,681.00 | Bachelor's Degree relevant to the job | 8 hours of relevant trainings | 2 years of relevant experience | Career Service Professional / Second Level Eligibility | <u>Core Competencies:</u> 1-Integrated Industry and Globalized Outlook - Intermediate 2-Delivering Solutions, Services and Support to DTI's Stakeholders-Intermediate 3-Networking and Linkaging-Advance 4-Delivering Excellent Results-Advance 5-Collaborating-Advance 6-Agility-Intermediate 7-Exemplifying Professionalism and Integrity-Advance | Leyte |

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|---|--|--|----|------------|---------------------------------------|-------------------------------|-------------------------------|--|---|-------|
| 4 | (1) Trade and Industry Development Specialist (TIDS) | OSEC-DTIB-TRIDS-500-1998 | 15 | P33,575.00 | Bachelor's Degree relevant to the job | 4 hours of relevant trainings | 1 year of relevant experience | Career Service Professional / Second Level Eligibility | <u>Core Competencies:</u> 1-Integrated Industry and Globalized Outlook -Intermediate 2-Delivering Solutions, Services and Support to DTI's Stakeholders-Intermediate 3-Networking and Linkaging-Advance 4-Delivering Excellent Results-Advance 5-Collaborating-Intermediate 6-Agility-Intermediate 7-Exemplifying Professionalism and Integrity-Intermediate | Leyte |
| 5 | (2) Trade and Industry Development Analyst (TIDA) | OSEC-DTIB-TRIDA-38-2014 OSEC-DTIB-TRIDA-54-2014 | 11 | P23,877.00 | Bachelor's Degree relevant to the job | None required | None required | Career Service Professional / Second Level Eligibility | <u>Core Competencies:</u> 1-Integrated Industry and Globalized Outlook - Basic 2-Delivering Solutions, Services and Support to DTI's Stakeholders-Basic 3-Networking and Linkaging-Intermediate 4-Delivering Excellent Results-Intermediate 5-Collaborating-Basic 6-Agility-Basic 7-Exemplifying Professionalism and Integrity-Intermediate | Leyte |

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 **August 06, 2021:**

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.