

MEMORANDUM

To: ALL NEXT-IN-RANK EMPLOYEES
ALL INTERESTED APPLICANTS
THIS OFFICE

From: LEAH PULIDO OCAMPO, CESO III
Regional Director

Date: 31 August 2022

Subject: **Position Open for Filling up**

Please be informed that the positions below are open for filling up for applicants who meet the following qualifications regardless of sex, gender preference, ethnicity, religion, political affiliation, and physical ability.

No. of Vacancy	Position Title	Salary / Status	Qualification Standards	Place of Assignment
1	Trade-Industry Development Specialist	SG 15 OSEC-DTIB-TRIDS-158-1998 Permanent	Education: Bachelor's Degree relevant to the job Experience: 1 year of relevant experience Training: 4 hours of relevant training Eligibility: Career Service (Professional)/ or any Second Level Eligibility	Nueva Vizcaya PO
1	Trade-Industry Development Specialist	SG 15 OSEC-DTIB-TRIDS-164-1998 Permanent	Education: Bachelor's Degree relevant to the job Experience: 1 year of relevant experience Training: 4 hours of relevant training Eligibility: Career Service (Professional)/ or any Second Level Eligibility	Isabela PO

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Interested and qualified applicants should signify their interest in writing and submit complete credentials thru this link- <https://sites.google.com/view/dti-r2-hroffice-home/careers> not later than **September 09, 2022**.

Only those who signify their interest will be considered for screening and only shortlisted applicants will be notified to undergo a further selection process.

Incomplete documents and late submissions will not be entertained.

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CAREER OPPORTUNITIES

No. of Vacancy:	One (1)
Bureau:	Department of Trade and Industry Region 02
Office of Assignment:	DTI Nueva Vizcaya Provincial Office
Position Title:	Trade Industry Development Specialist
Item No/s:	OSEC-DTIB-TRIDS-158-1998
Status of Position:	Permanent
Salary Grade:	SG 15
Basic Monthly Salary:	P 35,097.00

Open to all applicants who meet the following qualifications regardless of sex and gender preference, ethnicity, religion, political affiliation and physical ability.

QUALIFICATION STANDARDS (*Minimum*)

Education: Bachelor's Degree relevant to the job

Experience: 1 year of relevant experience

Training: 4 hours of relevant training

Eligibility: Career Service Professional or any Second Level Eligibility

I. A. General Function of the Position:

Assists in planning, implementing, and assists in evaluating trade and industry-related programs/projects and activities; provides consultancy and extension services to clients; prepares technical papers and research studies; performs coordinative work with the private sector and government agencies; analyzes trade and industry data; provides staff support in meetings with the private sector and government agencies; updates and disseminates trade and industry information maintained by the office; and does other related work.

B. Statement of Duties and Responsibilities:

- Packages projects for promotion and prepares /evaluate project proposals/concept papers, and feasibility studies
- Promotes growth of Investment. Assists in the identification and formulation of Investment priority areas; evaluates applications for investment incentives under the provincial ordinance; provides technical support in promoting regional growth centers
- Assists in the conduct of sectoral studies; Prepares directory and profiles of firms and technologies for sectors
- Maintains/updates databases on trade and industry
- Extends consultancy services to walk-in clients and provides assistance to investors in securing licenses, arranging for local and national incentives, identifying joint venture partners, raw materials suppliers, possible business sites.
- Coordinates inbound and outbound missions
- Prepares and updates provincial industry roadmaps

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- Acts as secretariat to the provincial investment board and assists BOI registration of projects
- Conducts research related to investment policy and enterprise development
- Assists in the formulation and review of municipal code
- Prepares position papers depicting Philippine Industries and makes recommendations for their improvement and upgrading
- Performs other related tasks to be assigned from time to time.

II. Competencies:

Organizational Competencies: Integrated Industry and Globalized Outlook (Intermediate), Delivering Solutions, Services and Support to DTI's Stakeholders (Intermediate), Networking and Linkaging (Advance), Delivering Excellent Results (Advance), Collaborating (Intermediate), Agility (Intermediate), Exemplifying Professionalism and Integrity (Intermediate)

Technical Competencies: Project Management (Intermediate), Analytical Thinking (Intermediate), Entrepreneurial Orientation (Intermediate), SME Counseling and consultancy (Intermediate), Marketing and Negotiation skills (Intermediate)

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LEAH PULIDO OCAMPO, CESO III

Regional Director

Department of Trade and Industry- Region 02

#11 Dalan na Pappabalo, Regional Government Center,
Carig Sur, Tuguegarao City, Cagayan

CAREER OPPORTUNITIES

No. of Vacancy:	One (1)
Bureau:	Department of Trade and Industry Region 02
Office of Assignment:	DTI Isabela Provincial Office
Position Title:	Trade Industry Development Specialist
Item No/s:	OSEC-DTIB-TRIDS-164-1998
Status of Position:	Permanent
Salary Grade:	SG 15
Basic Monthly Salary:	P 35,097.00

Open to all applicants who meet the following qualifications regardless of sex and gender preference, ethnicity, religion, political affiliation and physical ability.

QUALIFICATION STANDARDS (*Minimum*)

Education: Bachelor's Degree relevant to the job

Experience: 1 year of relevant experience

Training: 4 hours of relevant training

Eligibility: Career Service Professional or any Second Level Eligibility

I. A. General Function of the Position:

Under immediate supervision, assists in planning, executes and assists in evaluating programs, projects and activities; provides consultancy and extension services to clients; assists in the development and sustenance of strategic linkages both private and government to mobilize broad-based support for DTI policies and participation in DTI programs and activities; gathers, consolidates and conducts preliminary analysis of trade and industry-related data; performs jobs that may be assigned from time to time and does other related work.

B. Statement of Duties and Responsibilities:

-Project Management

- Secure approved guidelines or establish guidelines or manuals, on project management as may be necessary.
- Prepare letter of invitation and disseminate to target stakeholders and participants of learning sessions.
- Document the proceedings of the meetings and learning sessions and liquidate expenses incurred.
- Process inputs or data collected from survey and CMCI, based on the program (manual) (if applicable), and submit the inputs to the concerned office.
- Prepare complete documentary requirements of SSF Project, as may be necessary.
- Gather inputs from project site visits and interviews with beneficiaries for the preparation of the Monitoring and Evaluation Report.

Institutional Development

- Identifies and submits list of sectoral client/partner-organization.
- Assesses needs of partner-organizations and prepares needs assessment report.

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- Conducts activities to address needs (ex. team and capacity building trainings and workshops)
- Assists in formalizing organization; provides administrative and technical support.
- Assists in strategic planning (objective setting for new partner organization and drafting annual work and financial plan); monitors progress.

Investment Promotion

- Prepare project proposal for the conduct of Investment Mission, Investment Conference/ Forum, and capability building for local economic and investment promotion officers.
- Invite target participants of investment missions and resource persons for the capability building programs.
- Prepare Investment Mission brochures, promo materials, and press releases.
- Prepare Post Activity Reports for investment missions, investment facilitation activities, and capability building courses.
- Monitor investment leads.

Product Development Coordinator

- Conduct needs assessment to identify MSMEs needing product development assistance.
- Prepare product/ design needs assessment questionnaires.
- Invite and confirm participation of MSMEs to needs assessment meeting.
- Conduct needs assessment meeting.
- Identify designers who will conduct product design clinics.
- Prepare Project Proposal for the conduct of Product Clinics.
- Prepares TOR as basis for procurement
- Request Finance Division to conduct procurement of services for the implementation of Product Clinics.
- Prepare MOA/Contract of Service for the conduct of Product Clinics.
- Coordinate logistical requirements (food, venue, materials, and others) for the conduct of Product Clinics.
- Document proceedings of the first phase (consultation) of Product Clinics and prepare the Post Activity Report (PAR).
- Collect designs from designers and make initial review or evaluation.
- Disseminate designs to MSMEs and monitor execution.
- Prepare compendium/ directory/ database of MSMEs provided with Product Development Assistance.
- Render secretariat services for the conduct of the second phase (Checking, Revising, and Finalizing) of Product Clinics, document proceedings, and prepare PAR.
- Inform MSMEs and prepare regular status report on current suppliers of packaging materials and printers of labels.
- prepare directory of MSMEs provided with PRODEV interventions
- Design templates for database development.
- Research/ gather information on available designers, suppliers of packaging materials, and printers of labels and encode data in the database.
- Update database regularly.
- prepare compendium of designers, suppliers, and printers.

SME Advocacy

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- Conducts advanced research and provides inputs for the preparation or updating of presentation materials, talk points, and speeches, with minimal supervision
- Acts as a resource person for SME advocacy, as assigned
- Documents proceedings of SME advocacy activities and prepares report.
- Conceptualizes information materials, gathers inputs through research and consultation, and prepares layout
- Provides inputs in the draft TOR for the procurement of services for the development of MSME information materials

Trade Promotion

- Draft and finalize project proposal for conducting and participating in trade fairs, and attending trade missions.
- Identify trade fairs to be conducted and prepare list.
- Prepare invitation letters for identified exhibitors in trade fairs target participants of trade mission and get confirmation of their participation.
- Prepare exhibit layout for booth assignments.
- Identify exhibit modules, rental of venue and other logistical requirements in accordance with RA 9184
- Identify and coordinate with suppliers/BDS providers
- Obtain the confirmation of attendance of participants, i.e. guests, speakers, buyers, etc.
- Prepare promotional materials, trade fair kits, and tokens.
- Performs other related tasks to be assigned from time to time.

II. Competencies:

Organizational Competencies: Integrated Industry and Globalized Outlook (Intermediate), Delivering Solutions, Services, and Support to DTI's Stakeholders (Intermediate), Networking and Linkaging (Advance), Delivering Excellent Results (Advance), Collaborating (Intermediate), Agility (Intermediate), Exemplifying Professionalism and Integrity (Intermediate)

Technical Competencies: Project Management (Advance), Institutional Development (Advance), Investment Promotion (Advance), Events Management (Advance) Training Administration (Advance)

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