

DTS No. IN00401523

MEMORANDUM NO. 2025-112

Series of 2025

To : **ALL DTI – III ASSOCIATES**

From : **EDNA D. DIZON**
Regional Director, DTI – III

Date : May 20, 2025

Subject : **NOTICE OF VACANCY**

This is to announce the current and anticipated vacant positions in DTI – Region III:

Particulars	
Position	One (1) Chief Trade-Industry Development Specialist
Item Number and Place of Assignment	OSEC-DTIB-CTIDS-155-1998 (DTI Bataan Provincial Office)
Salary Grade	24
Minimum CSC Qualification Standards	
Education	Master's Degree or Certificate of Leadership and Management from the CSC
Work Experience	Four (4) years of relevant experience
Training	Forty (40) hours of supervisory/management learning and development intervention
Eligibility	Career Service Second Level Eligibility/ CS Professional
Competencies	<p>Organizational:</p> <p>Level 3- Integrated Industry and Globalized Outlook</p> <p>Level 3- Delivering Solutions, Services and Support to DTI's, Stakeholders</p> <p>Level 4- Networking and Linkaging</p> <p>Level 4- Delivering Excellent Results</p> <p>Level 4- Collaborating</p> <p>Level 3- Agility</p> <p>Level 4- Exemplifying Professionalism and Integrity</p> <p>Leadership and Managerial:</p> <p>Level 3- Strategic and Systems Thinking</p> <p>Level 3- Managing Performance</p> <p>Level 3- Building Capabilities</p> <p>Level 3- Engaging and Inspiring Individual and Teams</p>

REGION 3 – CENTRAL LUZON

Particulars	
Position	One (1) Administrative Aide VI (Clerk III)
Item Number and Place of Assignment	OSEC-DTIB-ADA6-30-2014 (DTI Regional Office)
Salary Grade	6
Minimum CSC Qualification Standards	
Education	Completion of two years studies in college
Work Experience	None required
Training	None required
Eligibility	Career Service First Level Eligibility/ CS Subprofessional
Competencies	Organizational: Level 1-Integrated Industry and Globalized Outlook, Level 1-Delivering Solutions, Services and Support to DTI's Stakeholders, Level 1-Networking and Linkaging, Level 1-Delivering Excellent Results, Level 1-Collaborating, Level 1-Agility, Level 1-Exemplifying Professionalism and Integrity.

We highly encourage all interested and qualified DTI-III associates to apply by clicking the link: <https://bit.ly/347qJpi> and signify their interest in writing with all pertinent credentials attached, not later than **May 30, 2025**.

For your reference.