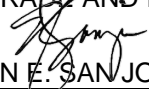


Republic of the Philippines
DEPARTMENT OF TRADE AND INDUSTRY IV-A
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF TRADE AND INDUSTRY IV-A in the CSC website:


JOAN E. SAN JOSE

Administrative Officer V (HRMO III)

Date: September 17, 2024

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	Supervising-Trade Industry Development Specialist	OSEC-DTIB-SVTIDS-49-2014	22	74,836.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Civil Service (Professional) Second Level Eligibility		DTI IV-A Regional Office
2	Senior -Trade Industry Development Specialist	OSEC-DTIB-SRTIDS-129-1998	18	49,015.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Civil Service (Professional) Second Level Eligibility		DTI IV-A Regional Office
3	Senior -Trade Industry Development Specialist	OSEC-DTIB-SRTIDS-159-1998	18	49,015.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Civil Service (Professional) Second Level Eligibility		DTI Quezon Provincial Office
4	Trade -Industry Development Specialist	OSEC-DTIB-TRIDS-288-1998	15	38,413.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Civil Service (Professional) Second Level Eligibility		DTI Laguna Provincial Office

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 September 27, 2024.

1. Fully accomplished **Personal Data Sheet (PDS)** with recent passport-sized picture (CS Form No. 212, Revised 2017) and **Work Experience Sheet** 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.

** DTI-IVA adheres to the general existing Equal Employment Opportunity Principle (EEO), as such, there is no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of Human Resource Merit Promotion and Selection. All interested and qualified applicants are encouraged to apply.*

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

MARISSA C. ARGENTE

Regional Director

DTI IV-A, 3rd Flr. Marcelita Bldg., Real,
Calamba City, Laguna

r04a@dti.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.