


Republic of the Philippines  
DEPARTMENT OF TRADE AND INDUSTRY-IVA  
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-IVA in the CSC website:

  
ARD Marissa C. Argente  
Officer-in-Charge

Date: 29-Sep-23

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Attorney III	OSEC-DTIB- ATY3-5-2019	21	63,997.00	Bachelor of Laws	4 hours relevant training	1 year of relevant experience	RA 1080		DTI IV-A Regional Office
2	Administrative Officer III (Records Officer)	OSEC-DTIB- ADOF3-25-2014	14	33,843.00	Bachelor's degree relevant to the job	4 hours relevant training	1 year of relevant experience	Civil Service (Professional) Second Level Eligibility		DTI IV-A Regional Office
3	Administrative Aide VI	OSEC-DTIB- ADA6-34-2015	6	17,553.00	Completion of two-year studies in college	4 hours relevant training	1 year of relevant experience	Civil Service (Sub- Professional) First Level Eligibility		DTI IV-A Regional Office / Consumer Protection Division
4	Administrative Aide VI	OSEC-DTIB- ADA6-31-2014	6	17,553.00	Completion of two-year studies in college	4 hours relevant training	1 year of relevant experience	Civil Service (Sub- Professional) First Level Eligibility		DTI IV-A Regional Office / Industry Development Division
5	Trade-Industry Development Analyst	OSEC-DTIB- TRIDA-81-2014	11	27,000.00	Bachelor's degree relevant to the job	None required	None required	Civil Service (Professional) Second Level Eligibility		DTI Quezon 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 stated not later than October 9, 2023. Please indicate in your application letter the position title and Plantilla Item Number.

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 encourage to apply.

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](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records; and
5. Resume

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

DTI-IVA Regional Office :

**ARD MARISSA C. ARGENTE**

Officer-in-Charge

3rd Flr. Marcelita Bldg., Real, Calamba City,

Email: [r04a@dti.gov.ph](mailto:r04a@dti.gov.ph)

Tel: 09175036148

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**