

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Department of Trade and Industry Region IV-A in the CSC website:

Marissa C. Argente
MARISSA C. ARGENTE
Regional Director

Date: 10-Jun-24

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	Chief Trade - Industry Development Specialist	OSEC-DTIB- CTIDS-181-1998	24	90,078.00	Master's Degree OR Certificate in Leadership and Management from the CSC	40 hours of Supervisory/ Management learning and development intervention	4 years of supervisory/ management experience	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> • Building collaborative, inclusive working relationship; • Managing performance and coaching for results; • Leading Change; • Thinking Strategically & Creatively 	DTI IV-A Quezon Provincial Office
2	Senior Trade - Industry Development Specialist	OSEC-DTIB- SRTIDS-152- 1998	18	46,725.00	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 Laguna Provincial Office

Interested and qualified applicants should signify their interest in writing. Attach all documents mentioned on page 2 to the application letter and send to the address stated not later than **June 20, 2024**. Please indicate in your application letter the position title and Plantilla Item Number.

DTI IV-A adheres to the general existing Equal Employment Opportunity Principle (EEOP), 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;
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 :

MARISSA C. ARGENTE
Regional Director - DTI IVA
3rd Flr. Marcelita Bldg., Real, Calamba
Email: r04a@dti.gov.ph
Tel: 09175036148

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.