

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

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

CIVIL SERVICE COMMISSION
Field Office - Davao City
RECEIVED

AUG 13 2024
Time: 16:18
By: Jerico Allen B. Elecanal
Human Resource Specialist I

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 in the CSC website:


DAYANARA MICHELLE A. AREVALO-DE CHAVEZ
Administrative Officer V

Date: August 13, 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	Senior Trade-Industry Development Specialist	OSEC-DTIB-SRTIDS-351-1998; OSEC-DTIB-SRTIDS-352-1998; OSEC-DTIB-SRTIDS-346-1998	18-1	₱49,015.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional/ Second Level Eligibility	Organizational Competencies INTERMEDIATE (Level 2) Integrated Industry and Global Outlook Delivering Solutions, Services and Support to DTI's Stakeholders Agility ADVANCED (Level 3) Networking and Linkaging Delivering Excellent Results Collaborating Exemplifying Professionalism and Integrity	Regional Office- RAPID NPCO Davao del Sur Regional Office
2	Trade-Industry Development Specialist	OSEC-DTIB-TRIDS-596-1998 OSEC-DTIB-TRIDS-617-1998 OSEC-DTIB-TRIDS-597-1998	15-1	₱38,413.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level Eligibility	Organizational Competencies INTERMEDIATE (Level 2) Integrated Industry and Global Outlook Delivering Solutions, Services and Support to DTI's Stakeholders Agility, Collaborating, Exemplifying Professionalism and Integrity ADVANCED (Level 3) Networking and Linkaging Delivering Excellent Results	Davao Occidental Davao del Norte Davao City

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
3	Trade-Industry Development Analyst	OSEC-DTIB-TRIDA-50-1998	11-1	₱28,512.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional/ Second Level Eligibility	Organizational Competencies BASIC (Level 1) Integrated Industry and Global Outlook Delivering Solutions, Services and Support to DTI's Stakeholders Agility, Collaborating, INTERMEDIATE (Level 2) Networking and Linkaging, Delivering Excellent Results, Exemplifying Professionalism and Integrity	Davao del Norte
4	Administrative Officer II (Administrative Officer I)	OSEC-DTIB-ADOF2-18-2015	11-1	₱28,512.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional/ Second Level Eligibility	Organizational Competencies BASIC (Level 1) Integrated Industry and Global Outlook Delivering Solutions, Services and Support to DTI's Stakeholders Agility, Collaborating, INTERMEDIATE (Level 2) Networking and Linkaging, Delivering Excellent Results, Exemplifying Professionalism and Integrity	Davao del Norte
5	Senior Trade-Industry Development Specialist	Contractual (CARP)	18-1	₱49,015.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional/ Second Level Eligibility	Organizational Competencies INTERMEDIATE (Level 2) Integrated Industry and Global Outlook Delivering Solutions, Services and Support to DTI's Stakeholders Agility ADVANCED (Level 3) Networking and Linkaging Delivering Excellent Results Collaborating Exemplifying Professionalism and Integrity	Anywhere in Region 11
6	Trade-Industry Development Analyst	Contractual (Negosyo Center)	11-1	₱28,512.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional/ Second Level Eligibility	Organizational Competencies BASIC (Level 1) Integrated Industry and Global Outlook Delivering Solutions, Services and Support to DTI's Stakeholders Agility, Collaborating, INTERMEDIATE (Level 2) Networking and Linkaging, Delivering Excellent Results, Exemplifying Professionalism and Integrity	Davao City Davao de Oro

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					Education	Training	Experience	Eligibility	Competency (if applicable)	

This office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE), to apply. 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 **August 27, 2024**.

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 last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to apply and upload the above application documents on line at <https://careers.dti.gov.ph>. Application letter shall be addressed to:

ROMEO L. CASTAÑAGA

 Regional Director

 3/F Mintrade Bldg., Corner Monteverde & Sales Sts., Davao
 City

<https://careers.dti.gov.ph>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.