

Republic of the Philippines  
DEPARTMENT OF TRADE AND INDUSTRY 11  
Request for Publication of Vacant Positions



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

To: CIVIL SERVICE COMMISSION REGIONAL OFFICE XI (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Department of Trade and Industry - 11, in the CSC website:

MARK ARVIN S. MENDOZA  
SENIOR HUMAN RESOURCE SPECIALIST

NOV 23 2022

Date:

DAYANARA MICHELLE A. AREVALO  
Administrative Officer V (HRMO)

November 23, 2022

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	Trade-Industry Development Specialist	OSEC-DTIB-TRIDS-621-1998; OSEC-DTIB-TRIDS-599-1998	15-1	P 35,097.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/Second Level Eligibility	Intermediate (Level 2): Integrated Industry and Globalized Outlook, Delivering Solutions Services and Support to DTI's Stakeholders, Collaborating, Exemplifying Professionalism and Integrity and Agility  Advanced (level 3): Networking and Linkaging, and Delivering Excellent Results	DTI 11 Davao del Norte DTI 11 Regional Office
2	Administrative Officer III (Records Officer II)	OSEC-DTIB-ADOF3-8-2015	14-1	P 32,321.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/Second Level Eligibility	Intermediate (Level 2): Integrated Industry and Globalized Outlook, Delivering Solutions Services and Support to DTI's Stakeholders, Collaborating, Exemplifying Professionalism and Integrity and Agility  Advanced (level 3): Networking and Linkaging, and Delivering Excellent Results	DTI Regional Office
3	Trade-Industry Development Analyst-Negosyo Center (Contractual)	N/A	11-1	P 25,439.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional/Second Level Eligibility	Basic (Level 1): Integrated Industry and Globalized Outlook, Delivering Solutions Services and Support to DTI's Stakeholders, Collaborating, and Agility  Intermediate (Level 2): Networking and Linkaging, Exemplifying Professionalism and Integrity, and Delivering Excellent Results	DTI 11 Davao Occidental Program Management Office

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 December 07, 2022.

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 last rating period (if applicable);
3. Original copy 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-xi.com>. Application letter shall be addressed to:

**MARIA BELENDA Q. AMBI, CESO III**  
Regional Director  
3/F Mintrade Bldg., Corner Montaverde & Sales Sts., Davao City  
<https://careers.dti-xi.com>

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