

Place of Assignment :	Regional Office, Caraga
Position Title :	Administrative Officer III (Supply Officer II)
Plantilla Item No. :	OSEC-DTIB-ADOF3-2-2015
Salary/Job/Pay Grade :	14
Monthly Salary :	Php 32,321.00
Eligibility :	Career Service (Professional) Second Level Eligibility
Education :	Bachelor's degree relevant to the job
Training :	Four (4) hrs. of relevant training
Work Experience :	One (1) year of relevant experience
Competency :	1. Intermediate: Integrated Industry and Globalized Outlook; 2. Intermediate: Delivering Solutions, Services and Support to DTI's Stakeholders; 3. Advance: Networking and Linkaging; 4. Advance: Delivering Excellent Results; 5. Intermediate: Collaborating; 6. Intermediate: Agility; 7. Intermediate: Exemplifying Professionalism and Integrity.

Instructions/Remarks :

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 1, 2022.

Documents:

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 hand in or send through courier/email their application to:

GAY A. TIDALGO, CESO IV

Regional Director
DEPARTMENT OF TRADE AND INDUSTRY
3rd Flr. D& V Bldg. J.C. Aquino Ave., Butuan City
Caraga@dti.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : August 17, 2022

Closing Date : September 01, 2022