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| Place of Assignment : | Dinagat Islands Provincial Office, Caraga |
| Position Title : | Administrative Officer II (Administrative Officer I) |
| Plantilla Item No. : | OSEC-DTIB-ADOF2-6-2018 |
| Salary/Job/Pay Grade : | 11 |
| Monthly Salary : | Php 25,439.00 |
| Eligibility : | Career Service (Professional) Second Level Eligibility |
| Education : | Bachelor's degree relevant to the job |
| Training : | None Required |
| Work Experience : | None Required |
| Competency : | 1. Basic: Integrated Industry and Globalized Outlook; 2. Basic: Delivering Solutions, Services and Support to DTI's Stakeholders; 3. Intermediate: Networking and Linkaging; 4. Intermediate: Delivering Excellent Results; 5. Basic: Collaborating; 6. Basic: 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