



NOTICE OF VACANCIES
DESIGN CENTER OF THE PHILIPPINES
(In Compliance with RA 7041)
Publication Date: 25 March 2022

POSITION: CHIEF INDUSTRIAL DESIGN SPECIALIST
DIVISION (ITEM NO.) Design Division (PDDCPB-CIDS-1-1998)
NO. OF VACANT POSITION(S): 1
SALARY GRADE: 24
BASIC SALARY: Php 88,410/month

Qualification Standards:

Education: Master's Degree or Certificate in Leadership and Management from the CSC
Experience: 4 years of supervisory/management experience
Training: 40 hours of supervisory/management learning and development intervention
Eligibility: Career Service (Professional) Second Level Eligibility

Job Summary:

Under direction, plans, develops and administers a comprehensive program for the division; formulates, recommends and directs the implementation of plans, programs, projects and activities in support of the Agency's and DTI thrusts and programs relating to the development and promotion of trade and industry through industrial design; draws up and proposes guidelines and/or rules and regulations necessary in carrying out established policies and standards; assists the Deputy Director, Director, Assistant Secretaries and/or Undersecretaries in planning and formulation of policy decisions by providing specialized technical support/inputs/advise; enlists the opinions and suggestions of the private sector and other government agencies through dialogues and public hearings on the implementation of government programs in the achievement of the economy's goal; provides technical and managerial assistance to entrepreneurs; directs, reviews, and evaluates the work of subordinate Division personnel; represents the Agency or the Department of Trade and Industry in national and international meetings, seminars and conferences and other ad-hoc committee assignments where the Agency and DTI are invited to participate; and does other related work.

Competencies:

Excellence Driven; Effective Communication; Personal Agility; Team Player; Customer Relations; Building collaborative, inclusive working relationships; Managing performance and coaching for results; Leading change; Thinking strategically and creatively; Creating and nurturing a high performing organization; Design Consultancy; Designer Capability Building.

POSITION: CHIEF TRADE-INDUSTRY DEVELOPMENT SPECIALIST
DIVISION (ITEM NO.) Promotion and Education Division (PDDCPB-CTIDS-1-1998)
NO. OF VACANT POSITION(S): 1
SALARY GRADE: 24
BASIC SALARY: Php 88,410/month

Qualification Standards:

Education: Master's Degree or Certificate in Leadership and Management from the CSC
Experience: 4 years of supervisory/management experience
Training: 40 hours of supervisory/management learning and development intervention
Eligibility: Career Service (Professional) Second Level Eligibility



Job Summary:

Under direction and with some latitude for the exercise of independent judgment, serves as head of the Design Promotions Division, engaged in varied work ranging from routine to very difficult and responsible work pertaining to the management, direction and supervision of the events management and marketing communications unit, planning and implementation of the Agency's signature events, promotions activities and marketing communications activities; requiring training and considerable experience and demonstrated capacity for sound independent work and an intimate knowledge on marketing, promotions, brand management, PR, project management and event management.

Competencies:

Excellence Driven; Effective Communication; Personal Agility; Team Player; Customer Relations; Building Collaborative, Including Working Relationship; Managing Performance and Coaching for Results; Leading Change; Thinking Strategically and Creatively; Creating and Nurturing a High Performing Organization; Design Events Management; Marketing Communication

POSITION: CHIEF INDUSTRIAL DESIGN SPECIALIST
DIVISION (ITEM NO.) Graphics Division (PDDCPB-CIDS-3-1998)
NO. OF VACANT POSITION(S): 1
SALARY GRADE: 24
BASIC SALARY: Php 88,410/month

Qualification Standards:

Education: Master's Degree or Certificate in Leadership and Management from the CSC
Experience: 4 years of supervisory/management experience
Training: 40 hours of supervisory/management learning and development intervention
Eligibility: Career Service (Professional) Second Level Eligibility

Job Summary:

Under direction and with some latitude for the exercise of independent judgment, serves as head of the Graphics Division engaged in routine to complex work pertaining to Visual Communications Design; and requiring visionary leadership, training, experience, capacity for sound independent work and in-depth knowledge on management of Exhibition/Space and Graphics Design innovative research and design operations and processes in consideration of the quadruple bottom-line of prosperity, planet, people and purpose.

Competencies:

Excellence Driven; Effective Communication; Personal Agility; Team Player; Customer Relations; Building Collaborative, Including Working Relationship; Managing Performance and Coaching for Results; Leading Change; Thinking Strategically and Creatively; Creating and Nurturing a High Performing Organization; Visual Communication Design

POSITION: SUPERVISING INDUSTRIAL DESIGN SPECIALIST
DIVISION (ITEM NO.) Promotions and Education Division (PDDCPB-SVIDS-2-1998)
NO. OF VACANT POSITION(S): 1
SALARY GRADE: 22
BASIC SALARY: Php 69,963/month

Qualification Standards:

Education: Bachelor's degree relevant to the job
Experience: Three (3) years of relevant experience



Training: 16 hours of relevant training
Eligibility: Career Service (Professional) Second Level Eligibility

Job Summary:

Under direction and with some latitude for the exercise of independent judgment, serves as supervising officer of the marketing communications unit, engaged in varied work ranging from routine to very difficult and responsible work pertaining to the management, direction and supervision of the aforementioned unit, planning and implementation of the Agency's promotions activities and marketing communications activities; requiring training and considerable experience and demonstrated capacity for sound independent work and an intimate knowledge on marketing, promotions, brand management, PR, and project management

Competencies:

Excellence Driven; Effective Communication; Personal Agility; Team Player; Customer Relations; Design Events Management; Marketing Communication

POSITION: SUPERVISING INDUSTRIAL DESIGN SPECIALIST
DIVISION (ITEM NO.) Design Division (PDDCPB-SVIDS-6-1998)
NO. OF VACANT POSITION(S): 1
SALARY GRADE: 22
BASIC SALARY: Php 69,963/month

Qualification Standards:

Education: Bachelor's degree relevant to the job
Experience: Three (3) years of relevant experience
Training: 16 hours of relevant training
Eligibility: Career Service (Professional) Second Level Eligibility

Job Summary:

Design for Enterprise and Public Good - Under direction, assists in the planning, execution and evaluation of and administration of a comprehensive program for the division; assists in the formulation, recommendation and implementation of plans, programs, projects and activities in support of the Agency's and DTI thrusts and programs relating to the development and promotion of trade and industry through industrial design; assists in drawing up and proposing guidelines and/or rules and regulations necessary in carrying out established policies and standards; assists the Division Chief, Deputy Director, Director in planning and formulation of policy decisions by providing specialized technical support/inputs/advise; assists in enlisting the opinions and suggestions of the private sector and other government agencies through dialogues and public hearings on the implementation of government programs in the achievement of the economy's goal; assists in the provision of technical and managerial assistance to entrepreneurs; assists in the review and evaluation of the work of subordinate personnel of the division; represents the Chief of the Division in national and international meetings, seminars and conferences and other ad-hoc committee assignments where the Agency and DTI are invited to participate; and does other related work.

Competencies:

Excellence Driven; Effective Communication; Personal Agility; Team Player; Customer Relations; Design Consultancy; Designer Capability Building

POSITION: SUPERVISING INDUSTRIAL DESIGN SPECIALIST
DIVISION (ITEM NO.) Research Division (PDDCPB-SVIDS-7-1998)
NO. OF VACANT POSITION(S): 1



SALARY GRADE: 22
BASIC SALARY: Php 69,963/month

Qualification Standards:

Education: Bachelor's degree relevant to the job
Experience: Three (3) years of relevant experience
Training: 16 hours of relevant training
Eligibility: Career Service (Professional) Second Level Eligibility

Job Summary:

Material Research - Under general supervision of the Chief Industrial Design Specialist of the Research Division and with some latitude for the exercise of independent judgement, serves as materials research project manager, engaged in high level works requiring training, experience, broad knowledge and capability to lead and implement research projects on raw materials development and innovation and competence in providing the needed technical assistance, technology workshops and design protection services.

Competencies:

Excellence Driven; Effective Communication; Personal Agility; Team Player; Customer Relations; Materials Research and Development; Design Research; New Product Development; Design Protection Services

POSITION: SUPERVISING INDUSTRIAL DESIGN SPECIALIST
DIVISION (ITEM NO.) Research Division (PDDCPB-SVIDS-8-1998)
NO. OF VACANT POSITION(S): 1
SALARY GRADE: 22
BASIC SALARY: Php 69,963/month

Qualification Standards:

Education: Bachelor's degree relevant to the job
Experience: Three (3) years of relevant experience
Training: 16 hours of relevant training
Eligibility: Career Service (Professional) Second Level Eligibility

Job Summary:

Design Research - Under general supervision of the Chief Industrial Design Specialist of the Research Division and with some latitude for the exercise of independent judgement, serves as design research project manager, to lead and provide design solutions in implementing design research projects including but not limited to the management of exploration, strategizing and operationalization of the technical design process of objects and images primarily focusing on product development, branding, packaging, and sustainable design innovation market trends; review and evaluation of important and supplementary design documents and ensures coordination between the team and the stakeholders.

Competencies:

Excellence Driven; Effective Communication; Personal Agility; Team Player; Customer Relations; Materials Research and Development; Design Research; New Product Development; Design Protection Services

POSITION: SENIOR INDUSTRIAL DESIGN SPECIALIST
DIVISION (ITEM NO.) Design Division (PDDCPB-SRIDS-2-1998)
NO. OF VACANT POSITION(S): 1



SALARY GRADE: 18
BASIC SALARY: Php 45,203/month

Qualification Standards:

Education: Bachelor's degree relevant to the job
Experience: Two (2) years of relevant experience
Training: 8 hours of relevant training
Eligibility: Career Service (Professional) Second Level Eligibility

Job Summary:

Designer Competency Development Program - Under general supervision, assists in the planning, execution and evaluation of product development and design related programs, projects and activities; develops industrial design and product promotion strategies; reviews research studies; identifies and proposes solution to present design and marketing problems of the industry; establishes linkages and provides technical inputs to inter-agency committee activities; spearheads the collection, analysis and interpretation of industry data and project reports; interfaces with other agencies and organizations to facilitate information exchanges and resolution of problems; reviews and assesses reports of subordinate employees; and does related work.

Competencies:

Excellence Driven; Effective Communication; Personal Agility; Team Player; Customer Relations; Design Consultancy; Designer Capability Building

POSITION: SENIOR INDUSTRIAL DESIGN SPECIALIST
DIVISION (ITEM NO.) Design Division (PDDCPB-SRIDS-13-1998, PDDCPB-SRIDS-15-1998, PDDCPB-SRIDS-16-1998)
NO. OF VACANT POSITION(S): 3
SALARY GRADE: 18
BASIC SALARY: Php 45,203/month

Qualification Standards:

Education: Bachelor's degree relevant to the job
Experience: Two (2) years of relevant experience
Training: 8 hours of relevant training
Eligibility: Career Service (Professional) Second Level Eligibility

Job Summary:

Design for Enterprise and Public Good - Under general supervision, assists in the planning, execution and evaluation of product development and design related programs, projects and activities; develops industrial design and product promotion strategies; reviews research studies; identifies and proposes solution to present design and marketing problems of the industry; establishes linkages and provides technical inputs to inter-agency committee activities; spearheads the collection, analysis and interpretation of industry data and project reports; interfaces with other agencies and organizations to facilitate information exchanges and resolution of problems; reviews and assesses reports of subordinate employees; and does related work.

Competencies:

Excellence Driven; Effective Communication; Personal Agility; Team Player; Customer Relations; Design Consultancy; Designer Capability Building



POSITION: SENIOR INDUSTRIAL DESIGN SPECIALIST
DIVISION (ITEM NO.) Research Division (PDDCPB-SRIDS-4-1998, PDDCPB-SRIDS-19-1998)
NO. OF VACANT POSITION(S): 2
SALARY GRADE: 18
BASIC SALARY: Php 45,203/month

Qualification Standards:

Education: Bachelor's degree relevant to the job
Experience: Two (2) years of relevant experience
Training: 8 hours of relevant training
Eligibility: Career Service (Professional) Second Level Eligibility

Job Summary:

Design Research - Under general supervision of the Supervising Industrial design Specialist of the Research Division and with some latitude for the exercise of independent judgement, implements design research projects by provision of design concepts and solutions including but not limited to supervision of the exploration, strategizing and operationalization of technical design process of objects and images primarily focusing on product development, branding, packaging and sustainable design innovation market trends; preparation and build of the necessary design documents needed for the project and ensures efficient coordination between the team and the stakeholders.

Competencies:

Excellence Driven; Effective Communication; Personal Agility; Team Player; Customer Relations; Materials Research and Development; Design Research.

POSITION: SENIOR INDUSTRIAL DESIGN SPECIALIST
DIVISION (ITEM NO.) Graphics Division (PDDCPB-SRIDS-8-1998, PDDCPB-SRIDS-10-1998)
NO. OF VACANT POSITION(S): 2
SALARY GRADE: 18
BASIC SALARY: Php 45,203/month

Qualification Standards:

Education: Bachelor's degree relevant to the job
Experience: Two (2) years of relevant experience
Training: 8 hours of relevant training
Eligibility: Career Service (Professional) Second Level Eligibility

Job Summary:

Under general supervision and with some latitude for the exercise of independent judgment, leads in the conceptualization, planning and implementation of exhibition space design related projects; engaged in moderately responsible work requiring training and moderate experience or lower training but with considerable experience and a very broad knowledge on Exhibition/Space Design.

Competencies:

Excellence Driven; Effective Communication; Personal Agility; Team Player; Customer Relations; Visual Communication Design.

POSITION: INDUSTRIAL DESIGN SPECIALIST
DIVISION (ITEM NO.) Design Division (PDDCPB-INDS-2-1998, PDDCPB-INDS-3-1998, PDDCPB-INDS-4-1998)
NO. OF VACANT POSITION(S): 2



SALARY GRADE: 15
BASIC SALARY: Php 35,097/month

Qualification Standards:

Education: Bachelor's degree relevant to the job
Experience: One (1) year of relevant experience
Training: 4 hours of relevant training
Eligibility: Career Service (Professional) Second Level Eligibility

Job Summary:

Designer Competency Development Program – Under general supervision and with some latitude for the exercise of independent judgment, performs somewhat difficult, responsible professional work requiring training, some experience and broad knowledge on designers, creatives, and MSMEs competency development; exercises relevant skills on training or workshop module crafting and development; co-implements similar training and workshops for designers, creatives, and MSMEs in various platforms; performs project management and program evaluation.

Competencies:

Excellence Driven; Effective Communication; Personal Agility; Team Player; Customer Relations; Design Consultancy; Designer Capability Building

POSITION: INDUSTRIAL DESIGN SPECIALIST
DIVISION (ITEM NO.) Design Division (DDCPB-INDS-9-1998, PDDCPB-INDS-10-1998, PDDCPB-INDS-11-1998, PDDCPB-INDS-12-1998)
NO. OF VACANT POSITION(S): 4
SALARY GRADE: 15
BASIC SALARY: Php 35,097/month

Qualification Standards:

Education: Bachelor's degree relevant to the job
Experience: One (1) year of relevant experience
Training: 4 hours of relevant training
Eligibility: Career Service (Professional) Second Level Eligibility

Job Summary:

Design for Enterprise and Public Good - Under general supervision, implements product development and design related programs, projects, and activities; prepares design studies and technical papers; performs coordinative work with private sectors and government agencies; analyzes product development and design data, provides staff support in meetings with private sector and government agencies; updates and disseminates product development and design information materials maintained by the division; and does other related work.

Competencies:

Excellence Driven; Effective Communication; Personal Agility; Team Player; Customer Relations; Design Consultancy; Designer Capability Building

POSITION: INDUSTRIAL DESIGN SPECIALIST
DIVISION (ITEM NO.) Research Division (PDDCPB-INDS-21-1998)
NO. OF VACANT POSITION(S): 1
SALARY GRADE: 15
BASIC SALARY: Php 35,097/month



Qualification Standards:

Education: Bachelor's degree relevant to the job
Experience: One (1) year of relevant experience
Training: 4 hours of relevant training
Eligibility: Career Service (Professional) Second Level Eligibility

Job Summary:

Design Research - Under the supervision of the Senior Design Research Specialist and with some latitude for the exercise of judgement, performs responsible professional work requiring competency, experience, and knowledge on the design process-related projects that will benefit the society, economy, and community; responsible for the conduct of design research exploration, strategizing and operationalization of specific design research projects, and nourishment of the existing collaborative research between the agency and its stakeholders.

Competencies:

Excellence Driven; Effective Communication; Personal Agility; Team Player; Customer Relations; Materials Research and Development; Design Research; New Product Development; Design Protection Services.

POSITION: INDUSTRIAL DESIGN SPECIALIST
DIVISION (ITEM NO.) Graphics Division (PDDCPB-INDS-31-1998)
NO. OF VACANT POSITION(S): 1
SALARY GRADE: 15
BASIC SALARY: Php 35,097/month

Qualification Standards:

Education: Bachelor's degree relevant to the job
Experience: One (1) year of relevant experience
Training: 4 hours of relevant training
Eligibility: Career Service (Professional) Second Level Eligibility

Job Summary:

Under general supervision and with some latitude for the exercise of independent judgment, performs somewhat difficult, responsible professional work pertaining to conceptualization, planning and implementation of exhibition space design related projects requiring training, some experience and broad knowledge on Exhibition/Space Design.

Competencies:

Excellence Driven; Effective Communication; Personal Agility; Team Player; Customer Relations; Visual Communication Design.

POSITION: TRADE-INDUSTRY DEVELOPMENT SPECIALIST
DIVISION (ITEM NO.) Promotions and Education Division (PDDCPB-TRIDS-3-1998)
NO. OF VACANT POSITION(S): 1
SALARY GRADE: 15
BASIC SALARY: Php 35,097/month

Qualification Standards:

Education: Bachelor's degree relevant to the job
Experience: One (1) year of relevant experience
Training: 4 hours of relevant training
Eligibility: Career Service (Professional) Second Level Eligibility



Job Summary:

Under general supervision and with some latitude for the exercise of independent judgment, performs somewhat difficult, responsible professional work requiring training, some experience and broad knowledge on marketing, promotions, project management and event management.

Competencies:

Excellence Driven; Effective Communication; Personal Agility; Team Player; Customer Relations; Design Events Management; Marketing Communication

POSITION: ACCOUNTANT III

DIVISION (ITEM NO.) Finance Division (PDDCPB-A3-1-1998)

NO. OF VACANT POSITION(S): 1

SALARY GRADE: 19

BASIC SALARY: Php 49,835/month

Qualification Standards:

Education: Bachelor's degree in Commerce/Business Administration major in Accounting

Experience: Two (2) years of relevant experience

Training: 8 hours of relevant training

Eligibility: RA 1080

Job Summary:

Under direction, is responsible for the formulation and implementation of financial policies regarding control of allotment, incurrence of expenditures and disposition of collection of revenues consistent with COA & DBM rules and standards.

Competencies:

Excellence Driven; Effective Communication; Agility; Team Player; Customer Relations.

POSITION: ADMINISTRATIVE OFFICER IV (BUDGET OFFICER II)

DIVISION (ITEM NO.) Finance Division – Budget Unit (PDDCPB-ADOF4-10-2017)

NO. OF VACANT POSITION(S): 1

SALARY GRADE: 15

BASIC SALARY: Php 35,097/month

Qualification Standards:

Education: Bachelor's degree relevant to the job

Experience: One (1) year of relevant experience

Training: 4 hours of relevant training

Eligibility: Career Service (Professional) Second Level Eligibility

Job Summary:

Under direct supervision, is responsible for the preparation of the analysis of the Agency's budget, its execution, monitoring and control.

Competencies:

Excellence Driven; Effective Communication; Agility; Team Player; Customer Relations; Preparation of Budget Plans and Annual Budget Submission; Participation in Budget Hearing and Approval Procedure; Implementation of Budget Execution.

POSITION: ADMINISTRATIVE OFFICER III (CASHIER II)



DIVISION (ITEM NO.) Administrative Division (PDDCPB-ADOF3-15-2017)
NO. OF VACANT POSITION(S): 1
SALARY GRADE: 14
BASIC SALARY: Php 32, 321/month

Qualification Standards:

Education: Bachelor's degree relevant to the job
Experience: One (1) year of relevant experience
Training: 4 hours of relevant training
Eligibility: Career Service (Professional) Second Level Eligibility

Job Summary:

Under direct supervision, does cashiering work in connection with the receipt, custody and disbursement of funds of the agency.

Competencies:

Excellence Driven; Effective Communication; Agility; Team Player; Customer Relations; Management of Accounts Payable; Management of Accounts Receivable.

POSITION: ADMINISTRATIVE OFFICER V (HUMAN RESOURCE MANAGEMENT OFFICER III)
DIVISION (ITEM NO.) Administrative Division (PDDCPB-ADOF5-12- 2017)
NO. OF VACANT POSITION(S): 1
SALARY GRADE: 18
BASIC SALARY: Php 45,203/month

Qualification Standards:

Education: Bachelor's degree relevant to the job
Experience: Two (2) years of relevant experience
Training: 8 hours of relevant training
Eligibility: Career Service (Professional) Second Level Eligibility

Job Summary:

Under direction, assists in planning, supervising, implementing and evaluating a comprehensive manpower program for the agency; supervises activities on personnel administration and other personnel action; advises and assists the division chief in the development, planning and formulation of policies on human resource management, manpower training, organizational diagnosis, productivity, health and welfare, guidance and counseling, and benefits and incentives; and does other related work.

Competencies:

Excellence Driven; Effective Communication; Agility; Team Player; Customer Relations; Recruitment, Selection and Placement; Talent Acquisition; Learning and Development Planning; Talent Development; Performance Management.

POSITION: ADMINISTRATIVE ASSISTANT III (BUYER III)
DIVISION (ITEM NO.) Administrative Division (PDDCPB-ADAS3-6- 2017)
NO. OF VACANT POSITION(S): 1
SALARY GRADE: 9
BASIC SALARY: Php 20,402/month

Qualification Standards:

Education: Completion of two years of studies in college
Experience: One (1) year of relevant experience
Training: 4 hours of relevant training



Eligibility: Career Service Sub-Professional/ First Level Eligibility

Job Summary:

Under general supervision, assists in the planning and implementation of an effective procurement program for the agency; canvass and procure the necessary supplies, materials, equipment and services through the most suitable procurement methods in conformity with government laws and regulations; and does other related work.

Competencies:

Excellence Driven; Effective Communication; Personal Agility; Team Player; Customer Relations; Organizational and Procurement Planning; Operating within Government Procurement Systems; Supply and Property Management.

POSITION: ADMINISTRATIVE ASSISTANT I (SECRETARY I)
DIVISION (ITEM NO.) Office of the Executive Director (PDDCPB-ADAS1-10-2017)
NO. OF VACANT POSITION(S): 1
SALARY GRADE: 7
BASIC SALARY: Php 17,899/month

Qualification Standards:

Education: Completion of two years of studies in college
Experience: None required
Training: None required
Eligibility: Career Service Sub-Professional/ First Level Eligibility

Job summary:

Under general supervision, provides general secretarial services to the office of the Executive Director.

Competencies:

Excellence Driven; Effective Communication; Personal Agility; Team Player; Customer Relations.

Other Requirements:

Applicants must take note and submit the following:

1. Applicants must be Filipino citizens and meet or exceed the minimum requirements of the vacant position(s).
2. Application letter indicating the position being applied for, item number(s) and name of the organizational unit where the vacancy is; otherwise, applications will not be acted upon.
3. Latest Resume or Curriculum Vitae.
4. Properly accomplished Personal Data Sheet (PDS) with recent passport size picture and Work Experience Sheet. Please read the guide in filling out the PDS before accomplishing the form. You may download the forms and guidelines on link below: <http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>
5. Photocopy of Certificate of Eligibility/Rating/License.
6. Photocopy of Transcript of Records
7. For applicants currently in the government service: Performance Rating of at least Very Satisfactory (VS) in the last rating period prior to application is required.

Interested applicants may apply and send their application to this email address: **careers@designcenter.gov.ph**. Please indicate the item number(s) in the subject of your email

(Example: Subject: APPLICATION FOR (POSITION) WITH ITEM NUMBER PDDCPB-ABC-1-1998). Failure to indicate the item number(s) will delay the review of your application and you may lose consideration for the position.



Or via mail to:

MARIA RITA O. MATUTE

Executive Director

Design Center of the Philippines

G/F PTTC Building (beside World Trade Center Metro Manila)

Roxas Boulevard cor. Sen Gil Puyat Avenue, Pasay City

Design Center of the Philippines is an equal opportunity employer. All applicants are considered for employment without attention to sex, gender identity, religion, age or disability status, as long as they meet the qualification standards set by the Agency and the Civil Service Commission.

For the proper review of your application, please ensure that complete documents are submitted. Only applications submitted with complete requirements will be processed. Deadline for submission of application is on **30 April 2022**.

The CSC 2017 Omnibus Rules on Appointment and Other Human Resources Actions (Revised July 2018) only requires at least ten (10) calendar days publication of vacant positions. Hence, the screening may commence once the 10 calendar days publication requirement is met.

Prepared by:

ROMMEL L. RITUAL

Supervising Administrative Officer

Certified Correct:

Noted by:

NOEL C. ICATLO

Chief Administrative Officer

MARIA RITA O. MATUTE

Executive Director

For DCP website publication, received by:

Date : _____