

Place of Assignment :	DTI MIMAROPA Regional Office - Business Development Division, 5F Oppen Bldg., 349 Sen. Gil J. Puyat Ave., Makati City
Position Title :	ADMINISTRATIVE AIDE VI (Clerk III)
Plantilla Item No. :	OSEC-DTIB-ADA6-33-2014
Salary/Job/Pay Grade :	6
Monthly Salary :	Php 19,716.00
Eligibility :	Career Service (SubProfessional) First Level Eligibility
Education :	Completion of 2 years of studies in college (prior to 2018) OR Completion of Grade 12/Senior High School (starting 2016)
Training :	none required
Work Experience :	none required
Competency :	1. Delivering Solutions, Services and Support to DTIs Stakeholders (Basic) 2. Delivering Excellent Results (Basic) 3. Agility (Basic) 4. Exemplifying Professionalism and Integrity (Basic)

Instructions/Remarks :

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than July 25, 2026.

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2026); digitally signed or electronically signed;
2. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
3. Hard copy or electronic copy of proof of eligibility/rating/license; and
4. Hard copy or electronic copy of Transcript of Records.

This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation

This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

EnP AMORMIO CJS BENTER, CESE

Regional Director

Department of Trade and Industry - MIMAROPA

r04b@dti.gov.ph / hr4b.dti@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : July 13, 2026

Closing Date : July 25, 2026