



25 March 2021

CUSTOMS MEMORANDUM CIRCULAR
NO. 06-2021

To: The Assistant Commissioner
All Deputy Commissioners
All Directors and Division Chiefs
All District/Port Collectors
And Others Concerned

SUBJECT: Vacant Foreign Trade Positions

Attached is the Memorandum dated March 15, 2021 of Mr. Alvin P. Diaz, Director IV, Central Administration Office, Department of Finance, entitled:

"Two Vacant Foreign Trade Service Officer IV (FTSO IV) Positions."

Interested applicants may accomplish the attached FTSO IV Application Form.

For your information and guidance.

For record purposes, please confirm the dissemination of this circular throughout your offices within fifteen (15) days from receipt hereof.


REY LEONARDO B. GUERRERO

Commissioner

MAR 26 2021



BOC-09-19785

CMC NO: 66-2021



Republic of the Philippines
DEPARTMENT OF FINANCE
Roxas Boulevard Corner Pablo Ocampo, Sr. Street
Manila 1004

MASTER COPY



BOC-09-19785

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Internal Admin Group

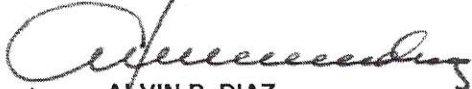
Received by: VICKY REYES

Date: 03/17/21

Time: 8:10

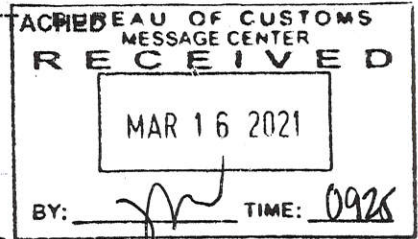
MEMORANDUM

FOR : ALL HEADS OF DOF OFFICES, BUREAUS AND ATTACHED BUREAU OF CUSTOMS AGENCIES

FROM : 
ALVIN P. DIAZ
Director IV, Central Administration Office

SUBJECT : Two Vacant Foreign Trade Service Officer IV (FTSO IV) Positions

DATE : 15 March 2021



Transmitted is the letter from the Department of Trade and Industry (DTI)'s Human Resource and Administrative Service dated 10 March 2021 requesting this Department to disseminate the above-mentioned job advertisement to interested applicants.

The FTSO IV position will be assigned at the DTI Foreign Trade Service Corps (FTSC) and the main duty is to act as DTI's frontline mover in the competitive world of international commerce. FTSC aims to promote Philippine Trade and Investment worldwide. As part of the DTI's International Trade Group, they connect trading businesses of Philippine companies and foreign investors with their counterparts. This task is primarily carried out by professional called commercial attaches or commercial counselors who man their respective posts abroad. As of today, FTSC is present in 28 key cities in 21 countries across Asia and the Pacific, Middle East, Africa, Europe and the Americas, supported by a capital-based Coordinating Office.

Prospective applicants are holder of at least a Bachelor's degree in law or those in the field of economics, accounting, marketing, management, banking, finance, or other related courses.

Attached is the job advertisement and a copy of FTSO IV Application Form for interested applicants.

Please contact Ms. Debbie T. Guzman at Tel No. 7791-3350 should you have any queries about the job advertisement.

Thank you.

1025 3/16

CMC NO. 68-2021

10 March 2021



MASTER COPY
TRABAHAG
NEGOSYO
KONSUMER

DIR. ALVIN P. DIAZ
Department of Finance
Human Resource Development Department
7th Floor, EDPC Bldg., BSP Complex,
Roxas Blvd., Manila 1004, Philippines

Dear Dir. Diaz,

This refers to the on-going Selection Process for the Department of Trade and Industry's (DTI) Foreign Trade Service Officer IV (FTSO IV) position in our Foreign Trade Service Corps (FTSC). A Foreign Trade Service Officer will act as DTI's frontline mover in the competitive world of international commerce.

The FTSC aims to promote Philippine trade and investment worldwide. As part of the DTI's International Trade Group, they connect trading businesses of Philippine companies and foreign investors with their counterparts. This task is primarily carried out by professionals called commercial attaches or commercial counsellors who man their respective posts abroad. As of today, FTSC is present in 28 key cities in 21 countries across Asia and the Pacific, Middle East, Africa, Europe and the Americas, supported by a capital-based Coordinating Office.

There are two (2) vacant FTSO IV positions and in our endeavor to pool as much applicants for the said position, we are including Graduate Schools/Other Government Agencies/Private Sector as sources for potential applicants. Our prospective applicants are holder of at least a Bachelor's degree in law or those in the field of economics, accounting, marketing, management, banking, finance, or other related courses.

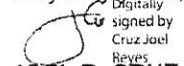
As such, we would like to request your assistance in facilitating the display of our job advertisement from the period of March 10, 2021 to March 15, 2021 in appropriate locations within your premises. Attached is the job advertisement as well as a copy of our FTSO IV Application Form for use of interested applicants.

We would highly appreciate any other recommendations to further publicize our job advertisement for the FTSO IV vacant positions.

Please contact Ms. Debbie T. Guzman at nos. 7791-3350 should you have any queries regarding our request.

We hope for your favorable response. Thank you very much.

Very truly yours,


Digitally signed by
Cruz Joel
Reyes

JOEL R. CRUZ
Director
Human Resource and Administrative Service

HUMAN RESOURCE AND ADMINISTRATIVE SERVICE

4th Floor Trade & Industry Building,
361 Senator Gil Puyat Avenue, 1200 Makati City, Philippines

(+632) 7791-3344 (+632) 8895-3515
www.dti.gov.ph hras@dti.gov.ph

ANNOUNCEMENT:

VACANT POSITIONS

The DTI is an Equal Employment Opportunity Principle (EEO) advocate. We encourage and welcome qualified applicants regardless of disability, sexual orientation, gender identity/expression, age, religion, and ethnicity.
(2017 ORAOHRA, as amended and RA 10524)

DTI – FOREIGN TRADE SERVICE CORPS (FTSC)

1. POSITION : FOREIGN TRADE SERVICE OFFICER IV
 DIVISION (ITEM NO.) : OSEC-DTIB-FTSOC4-7-1998; OSEC-DTIB-FTSOC4-9-1998
 NO. OF VACANT POSITION(S): 2
 SALARY GRADE : 24
 BASIC SALARY : Php 86,742/month

QUALIFICATION STANDARDS

- a) Education : Bachelor's Degree in Law, Economics, Marketing Management, Banking and Finance, International Relations, and other related courses
- b) Experience : 4 years of commercial experience and at least 2 years of supervisory experience, or be actively engaged in the practice of related profession
- c) Training : 8 hours of relevant training
- d) Eligibility : Career Service Professional/Second Level Eligibility or equivalent (PD 907/RA 1080)

COMPETENCIES:

- a) Developing Strategic Relationships
- b) Global Acumen
- c) Entrepreneurial Insight
- d) Analysis
- e) Communicating with Impact
- f) Persuasiveness
- g) Stress Tolerance

Candidates for the Foreign Trade Service Officer position must:

- be a bona fide Filipino citizen and does not hold any other foreign citizenship or applied for permanent residence status in any foreign country;
- be a holder of a Bachelor's degree in law, economics, marketing, management, banking and finance, international relations, or other related courses from a university of good standing (Graduate or Postgraduate is a plus);
- possess four (4) years of commercial experience and at least two (2) years of supervisory experience, or be actively engaged in the practice of a related profession;
- Civil Service Professional eligible, or have been conferred with Civil Service Eligibility Status as an honor graduate or as a professional license holder pursuant to PD 907 and RA 1080;
- be fluent in English and Filipino. Proficiency in foreign language/s will be an advantage;
- have no pending criminal or civil case/ record; and
- willing to accept foreign assignments anywhere in the world as Philippine Commercial Attaché or its equivalent diplomatic/ official.

**CONNECT WITH US!**

DTI.Philippines DTIPhilippines @DTI.Philippines DTIPhilippines www.dti.gov.ph

ANNOUNCEMENT:

Handwritten: *Handwritten*
MASTER COPY

VACANT POSITIONS

Interested applicants are required to submit one set of the following documents for every position applied for:

- Application letter addressed to:
THE DIRECTOR
HUMAN RESOURCE AND ADMINISTRATIVE SERVICE (HRAS)
 4/F Trade & Industry Bldg., 361 Sen. Gill Puyat Ave., Makati City
- Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and statement of duties and responsibilities (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph
- Comprehensive resumé
- Copy of Transcript of Records and Diploma (Bachelor's and/ or Master's Degree)
- Copy of Original Authenticated Certificate of Career Service Professional Eligibility/ PD 907/ RA 1080 (copy of Bar Rating)
- Copy of Training Certificates or Mandatory Continuing Learning Education
- Performance Appraisal for the last rating period, if government employee
- Copy of Service Record, if government employee

APPLICATION REQUIREMENTS AND FORMS ARE AVAILABLE AT:

<https://dti.gov.ph/about/career-opportunities>

Send the complete credentials to the above-mentioned address or via email to careers@dti.gov.ph, copy furnish debramariahelenaguzman@dti.gov.ph and danareuelleuy@dti.gov.ph indicating **"Job Application: FTSC Foreign Trade Service Officer IV" as e-mail subject**. Only shortlisted candidates will be notified to go through the assessment steps.

Deadline of submission of applications and complete requirements is on **15 March 2021**

Incomplete submissions will not be processed.

For more information on both the jobs and challenges, please visit: <https://www.dti.gov.ph/overseas/>.

You may also follow us on Facebook at <https://www.facebook.com/DTI.FTSC/about>

Successful candidates shall be required to submit the following:

1. Original or duly authenticated PSA Birth Certificate and Marriage Contract (if applicable);
2. Original Authenticated CSC Eligibility/PD 907/RA 1080 (Copy of PRC/ Bar Rating) or its equivalent;
3. Original Valid NBI Clearance;
4. Original/Certified True Copy of Diploma and Transcript of Records (for validation only);
5. Other requirements, as needed for the position applied for.

Prepared by:



DEBRA MARIA HELENA T. GUZMAN
 Administrative Officer V

Noted by:








Digitally
 signed by Cruz
 Joel Reyes

JOEL R. CRUZ
 Director, HRAS



CONNECT WITH US!

 DTI.Philippines
  @DTIPhilippines
  @DTI.Philippines
  DTIPhilippines
  www.dti.gov.ph



**FOREIGN TRADE SERVICE CORPS
DEPARTMENT OF TRADE AND INDUSTRY**

Attach here a colored photograph taken within the last six (6) months
5 cm x 5 cm

**APPLICATION FOR
FOREIGN TRADE SERVICE OFFICER**

THIS FORM IS NOT FOR SALE
Reproduction is allowed

READ CAREFULLY AND UNDERSTAND
very well the instructions before accomplishing this Form

1. Read the **ANNOUNCEMENT** to determine whether you are qualified. **PLEASE DO NOT APPLY IF YOU ARE NOT QUALIFIED.**
2. **PRINT** your answers clearly in the spaces provided. Give **COMPLETE** and **ACCURATE** answers.
3. Attach to the application a copy of your transcript of records and certificates of completed training programs.
4. If more space is needed for your answers, you may use clean sheets of paper.
5. Submit **TWO (2) COPIES** of this application if by regular mail, **or in MS Word or PDF file if by email.**
6. Applications with incomplete requirements will not be processed.
7. All statements are subject to verification. **ANY FALSE STATEMENTS WILL RESULT IN DISQUALIFICATION FROM GOVERNMENT SERVICE, REMOVAL FROM THE SERVICE, IF ALREADY APPOINTED AND LEGAL PROSECUTION.**

How did you learn about this opening? Kindly indicate if through newspaper (specify), email announcement, social network, or other means:

| PERSONAL DATA | | | | |
|--------------------------------------|---------------------------|-----------------------------|--------------------------|-------------------|
| 1. SURNAME | GIVEN NAME | MIDDLE NAME | 2. AGE | 3. MARITAL STATUS |
| 4. HOME OR PERMANENT MAILING ADDRESS | | | 5. DATE & PLACE OF BIRTH | |
| 6. CITIZENSHIP/S | 7. HOME PHONE NO./FAX NO. | 8. MOBILE NO./EMAIL ADDRESS | | |

| EDUCATION | | | | |
|--|-------------------------|---|---|-------------------|
| NAME OF INSTITUTION UNIVERSITY OR PROFESSIONAL SCHOOL, AND LOCATION | MAJOR FIELD OF STUDY | DATES ATTENDED (MONTH, DAY AND YEAR) | ACTUAL NAME OF DIPLOMA OR DEGREE (DO NOT TRANSLATE) | # UNITS EARNED |
| | | | | |
| | | | | |
| | | | | |

| RECORD OF EMPLOYMENT | | |
|---|----------------------------------|----------------|
| Present employment to last 10 years of previous employment. (Use additional sheets, if necessary) | | |
| State below your employment history. Start with your latest employment. | | |
| FIRM (PRESENT OR LATEST) | PHONE NO./FAX NO./ EMAIL ADDRESS | POSITION HELD |
| EMPLOYMENT PERIOD (DATES): | FROM: (MO/DY/YR) | TO: (MO/DY/YR) |
| DUTIES: (MAIN) | | |
| | | |
| | | |
| FIRM (2ND) | PHONE NO./FAX NO./EMAIL ADDRESS | POSITION HELD |
| EMPLOYMENT PERIOD (DATES): | FROM: (MO/DY/YR) | TO: (MO/DY/YR) |
| DUTIES: (MAIN) | | |
| | | |
| | | |
| FIRM (3RD) | PHONE NO./FAX NO./EMAIL ADDRESS | POSITION HELD |
| EMPLOYMENT PERIOD (DATES): | FROM: (MO/DY/YR) | TO: (MO/DY/YR) |
| DUTIES: (MAIN) | | |
| | | |
| | | |
| FIRM (4TH) | PHONE NO./FAX NO./EMAIL ADDRESS | POSITION HELD |
| EMPLOYMENT PERIOD (DATES): | FROM: (MO/DY/YR) | TO: (MO/DY/YR) |
| DUTIES: (MAIN) | | |
| | | |
| | | |

| RELEVANT IN-SERVICE TRAINING/SEMINARS/STUDIES/SCHOLARSHIPS | | | |
|--|------------------|----------------|-------|
| (Use additional sheets, if necessary) (Attach copy of certificate of training programs attended.) | | | |
| Title | Inclusive Period | | Place |
| | From MO/DY/YR | To MO/DY/YR | |
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| ELIGIBILITY | | |
|---|-----------------|-------------------------------|
| (Use additional sheets, if necessary) (Attach copy of certificate of eligibility.) | | |
| Title | Rating Obtained | Date and Place of Examination |
| | | MO/DY/YR |
| | | |
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| | | |

| PRINCIPAL FIELDS OF STUDY/AREAS OF SPECIALIZATION |
|--|
| (Use additional sheets, if necessary) |
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Have you applied or been granted permanent residency or citizenship status in a foreign country? _____ If YES, state the country where you applied or have been granted permanent residency or citizenship status.

Have you ever been dismissed from any employment as a result of an administrative case? _____ If YES, state the nature of the charge and the penalty _____

Have you ever been convicted of any violation of law, ordinance, or regulation before any civil court and/or military tribunal? _____ If YES, state the date, the nature of the offense and the penalty _____

NOTE:

Pursuant to Section 1 under Rule IX of the IRR of R.A. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees), which states that an **"official or employee shall avoid conflict of interest at all times,"** all successful candidates for hiring shall be mandated to divest such conflict of interest, defined below under Section 1(b):

(b) Conflict of Interest occurs:

(1) When the official or employee is:

- a) a substantial stockholder; or
- b) a member of the Board of Directors; or
- c) an officer of the corporation; or
- d) an owner or has substantial interest in a business, or
- e) a partner in a partnership; and

(2) The interest of such corporation or business, or his rights or duties therein, are opposed to or affected by the faithful performance of official duty.

Divestment should be made within (30) days from assumption of office.

"The Department of Trade and Industry is committed to a policy of equal employment opportunity pursuant to Approved DTI Revised Selection Plan, 2002. We welcome applications regardless of gender, age, sexual orientation, disability, ethnicity and religion. Personal data will be treated in strict confidence and used for recruitment purpose only."

I DECLARE THAT I HAVE READ AND FULLY UNDERSTOOD THE FTSO SELECTION PROGRAM AND WILL FULLY ABIDE BY THE CONDITIONS STATED THEREIN. I FURTHER DECLARE UNDER THE PENALTIES OF PERJURY THAT THIS APPLICATION HAS BEEN ACCOMPLISHED IN GOOD FAITH, AND THE ANSWERS HAVE BEEN VERIFIED BY ME AND TO THE BEST OF MY KNOWLEDGE AND BELIEF ARE TRUE. CORRECT AND COMPLETE PURSUANT TO THE PROVISION OF PERTINENT LAWS, RULES AND REGULATIONS OF THE REPUBLIC OF THE PHILIPPINES.

Signature of Applicant

Date Accomplished