



NOTICE OF VACANCIES
DESIGN CENTER OF THE PHILIPPINES
(In Compliance with RA 7041)
Publication Date: 28 September 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 DTI and DCP 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 and Executive Director 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 DTI is 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

DESIGN CENTER OF THE PHILIPPINES

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Job Summary:

Under direction and with some latitude for the exercise of independent judgment, serves as a 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
JOB ROLE: Assistant Division Chief
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 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, Executive 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 DTI is 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

JOB ROLE: Assistant Division Chief

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:

Design Research - Under general supervision of the Chief Industrial Design Specialist of the Design Innovation 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: SUPERVISING INDUSTRIAL DESIGN SPECIALIST

JOB ROLE: Assistant Division Chief

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:

Material Research - Under general supervision of the Chief Industrial Design Specialist of the Design Innovation 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: SENIOR INDUSTRIAL DESIGN SPECIALIST

JOB ROLE: Senior Designer

DIVISION (ITEM NO.) Design Division (PDDCPB-SRIDS-15-1998, PDDCPB-SRIDS-16-1998, PDDCPB-SRIDS-23-1998)

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

JOB ROLE: Technical Assistant

DIVISION (ITEM NO.) Design Division (PDDCPB-SRIDS-27-1998)

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:

Under general supervision, provides executive, administrative, and development support to the Executive Director; assists and participates in the performance of variety of research and policy work, oral and written communication, processing of data, development of alternative plans of action, programs, and strategies towards assisting the Executive Director in reaching or implementing substantive decision and courses of actions; performs administrative and technical function relative to management policies, procedures and improvements in the agency; and does other related work.

Competencies:

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

POSITION: SENIOR INDUSTRIAL DESIGN SPECIALIST

JOB ROLE: Senior Exhibition Designer

DIVISION (ITEM NO.) Design Division (PDDCPB-SRIDS-28-1998)

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:

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: SENIOR INDUSTRIAL DESIGN SPECIALIST

JOB ROLE: Senior Design Research Specialist

DIVISION (ITEM NO.) Research Division (PDDCPB-SRIDS-19-1998)

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:

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 TRADE-INDUSTRY DEVELOPMENT SPECIALIST

JOB ROLE: Senior Marketing and Events Specialist

DIVISION (ITEM NO.) Promotion and Education Division (PDDCPB-SRTIDS-1-1998)

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:

Under general supervision and with some latitude for the exercise of independent judgment, serves as technical lead in promotions projects and events, requiring training and / or considerable experience and a very 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: INDUSTRIAL DESIGN SPECIALIST

JOB ROLE: Junior Designer

DIVISION (ITEM NO.) Design Division (PDDCPB-INDS-1-1998, PDDCPB-INDS-9-1998, PDDCPB-INDS-10-1998, PDDCPB-INDS-11-1998, PDDCPB-INDS-12-1998, PDDCPB-INDS-13-1998)

NO. OF VACANT POSITION(S): 6

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

JOB ROLE: Project and Policy Officer

DIVISION (ITEM NO.) Design Division (PDDCPB-INDS-36-1998, PDDCPB-INDS-37-1998)

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:

Under general supervision and with some latitude for the exercise of independent judgment, provide technical support in the strategic planning, implementation, monitoring, promotion, and sustenance of policy, research, programs, activities, and projects related to the national design policy, creative industries development, and the Design Advisory Council.

Competencies:

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

POSITION: INDUSTRIAL DESIGN SPECIALIST

JOB ROLE: Procurement Officer

DIVISION (ITEM NO.) Design Division (PDDCPB-INDS-38-1998)

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 judgement, performs somewhat difficult responsible professional work pertaining to Procurement activities and processes specifically in Contract Management, requiring training, some experience and broad knowledge on Government Procurement.



Competencies:

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

POSITION: INDUSTRIAL DESIGN SPECIALIST

JOB ROLE: Client Relations Officer

DIVISION (ITEM NO.) Design Division (PDDCPB-INDS-39-1998)

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, acts as the agency's Customer/Client Relations Officer, responsible in providing professional work pertaining to Customer Care and Assistance, Business triage/assessment/counseling and other Technical and Administrative work to strengthen customer care and assistance, requiring training, some experience and broad knowledge on Customer/Client Relations and Business counseling and marketing

Competencies:

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

POSITION: INDUSTRIAL DESIGN SPECIALIST

JOB ROLE: Graphics Designer

DIVISION (ITEM NO.) Graphics Division (PDDCPB-INDS-29-1998)

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 Graphic Design related projects requiring training, some experience and broad knowledge on Graphic Design

Competencies:

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

POSITION: INDUSTRIAL DESIGN SPECIALIST

JOB ROLE: Design Research Specialist

DIVISION (ITEM NO.) Research Division (PDDCPB-INDS-24-1998, PDDCPB-INDS-25-1998)

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:

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
JOB ROLE: Material Research Specialist
DIVISION (ITEM NO.) Research Division (PDDCPB-INDS-27-1998)
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:

Material Research - Under general supervision of the Senior Material Research Specialist and with some latitude for the exercise of independent judgement, performs responsible professional work requiring training, experience, some experience and knowledge on raw materials development and innovation, provision of necessary technical assistance, conduct of technology workshops and design protection services.

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.

Interested applicants are advised to check/review the corresponding details of each position such as the CSC-prescribed minimum Qualification Standards, Competencies, and the duties and responsibilities, before submitting the application documents. The assigned duties and responsibilities of each position can be viewed at <https://designcenter.ph/jobs/>.

Upon reviewing the details of specific positions, applicants are advised to complete the online application form through https://bit.ly/DCP_Apply. Applicants must take note and be ready to 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. Applicants may download the forms and guidelines through the link below:

<http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>

5. Photocopy/scanned copy of Certificate of Eligibility/Rating/License.
6. Photocopy/scanned copy 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.

The 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.

Relevance of Education, Training, and Experience is evaluated based on the functions/duties and responsibilities assigned to the vacant positions, not on the position titles, hence, applicants are advised to carefully read the details of the position being applied for. Graduates of non-design related courses/degrees are welcome and encouraged to apply.

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 **28 October 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.



Should there be any clarifications and/or inquiries, the Administrative Services Division-Human Resources Management Unit can be reached at telephone number +632 8832-1112 or via email address careers@designcenter.gov.ph.

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