



Philippine International Trading Corporation
LIST OF VACANT POSITIONS
28 February 2018

DATA ENTRY MACHINE OPERATOR III

No. of Vacant Position: One (1)
Item No.: 102-4
Department: Special Products Merchandising
Salary Grade: 11

<i>QUALIFICATION STANDARDS</i>			
Education	Experience	Training	Eligibility
Completion of 2 years studies in college or High School graduate with relevant vocational/ trade course	2 years of relevant experience	8 hours of relevant training	Career Service Sub-Professional Data Encoder First Level Eligibility

Brief description of the General functions of the Position

Responsible for assisting the Department in its computerization program and other related requirements.

CLERK III

No. of Vacant Position: One (1)
Item No.: 145
Department: Industrial Products Department
Salary Grade: 6

<i>QUALIFICATION STANDARDS</i>			
Education	Experience	Training	Eligibility
Completion of 2 years studies in college	None Required	None Required	Career Service Sub-Professional First Level Eligibility

Interested and qualified applicants should send the following requirements to:

**Philippine International Trading Corporation
Legal Affairs, Human Resources and Administration Department
3F, NDC Bldg., 116 Tordesillas Street
Salcedo Village, 1227 Makati City**

or email: gquese@pitc.gov.ph

1. Application Letter
2. Comprehensive Resume with latest passport size picture
3. Copy of Transcript of Records and Diploma (if applicable)
4. Copy of Certificate of CSC Eligibility
5. Copy of Training Certificates
6. Photocopy of Performance rating in the present position for one (1) year (if applicable)

Deadline for submission of Application is on 10 March 2018

Note: Only qualified candidates will go through assessment steps