

Republic of the Philippines
Land Transportation Office, R.O. 8
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions, which are authorized to be filled, at the LAND TRANSPORTATION OFFICE, R.O. 8 in the CSC website:


ROWENA G. DE GUZMAN
HRMO III

Date: October 14, 2019

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide VI (Clerk III)	OSEC-DOTrB-ADA6-748-2017	6	14,847.00	Completion of 2 years studies in college	None required	None required	Career Service Sub-Professional	Computer Literate	Administrative Division
2	Administrative Aide VI (Clerk III)	OSEC-DOTrB-ADA6-749-2017	6	14,847.00	Completion of 2 years studies in college	None required	None required	Career Service Sub-Professional	Computer Literate	Administrative Division
3	Administrative Aide VI (Clerk III)	OSEC-DOTrB-ADA6-755-2017	6	14,847.00	Completion of 2 years studies in college	None required	None required	Career Service Sub-Professional	Computer Literate	Tacloban District Office
4	Administrative Aide IV (Clerk II)	OSEC-DOTrB-ADA4-478-2017	4	13,214.00	Completion of 2 years studies in college	None required	None required	Career Service Sub-Professional	Computer Literate	Tacloban District Office
5	Accountant I	OSEC-DOTrB-A1-123-2017	12	22,938.00	Bachelor's Degree in Commerce/Business Administration major in accounting	None required	None required	RA 1080	Computer literate; knowledge in accounting	Finance & Mgmt. Division

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **15 November 2019**

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

Note: Persons with disability are encouraged to apply.
Persons with different religion ethnicity or political affiliation may also apply.

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

ROWENA G. DE GUZMAN

HRMO III

OLD ARMY ROAD, TACLOBAN CITY

ltoregionaloffice8@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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1	Administrative Aide IV (Clerk II)	OSEC-DOTrB-ADA4-484-2017	4	13,214.00	Completion of 2 years studies in college	None required	None required	Career Service Sub-Professional	Computer Literate	Carigara District Office
2	Administrative Officer I (Supply Officer)	OSEC-DOTrB-ADOF1-220-2017	10	19,233.00	Bachelor's Degree	None required	None required	Career Service Professional	Computer Literate Knowledge in supply management	San Juan District Office
				-x-x-x-x-x-nothing follows-x-x-x-x-						

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