

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

Electronic copy to be submitted to the CSC FO
must be in MS Excel format

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 29, 2018

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Aide IV (Clerk II)	OSEC-DOT/B-ADA4-499-2017	4	12,674.00	Completion of 2 years studies in college	None required	None required	CS Sub-Professional 1st level eligibility	Computer literate	San Juan District Office
					-x-x-x-x-x-nothing follows-x-x-x-x-x					

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 **13 November 2018**

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.