

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: November 21, 2018

| 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 Officer III (Cashier II) | OSEC-DOTrB-ADOF3-335-2017 | 14 | 26,494.00 | Bachelor's Degree | 4 hours relevant training | 1 year of relevant experience | CS Professional/ Second level eligibility | Computer literate; knowledge in accounting & cash management | Calbayog District Office |
| 2 | Administrative Officer III (Cashier II) | OSEC-DOTrB-ADOF3-342-2017 | 14 | 26,494.00 | Bachelor's Degree | 4 hours relevant training | 1 year of relevant experience | CS Professional/ Second level eligibility | Computer literate; knowledge in accounting & cash management | Palompon District Office |
| 3 | Administrative Officer III (Cashier II) | OSEC-DOTrB-ADOF3-343-2017 | 14 | 26,494.00 | Bachelor's Degree | 4 hours relevant training | 1 year of relevant experience | CS Professional/ Second level eligibility | Computer literate; knowledge in accounting & cash management | San Juan District Office |
| 4 | Transportation Regulation Officer I (TRO I) | OSEC-DOTrB-TRNSRO1-243-2017 | 11 | 20,179.00 | Bachelor's Degree relevant to the job | None required | None required | CS Professional/ Second level eligibility | Computer literate/basic knowledge on traffic laws, rules & regulations | Operations Division Regional Office |
| 5 | Administrative Aide VI (Clerk III) | OSEC-DOTrB-ADA6-767-2017 | 6 | 14,340.00 | Completion of 2 years studies in college | None required | None required | CS Sub-Professional 1st level eligibility | Computer literate | Ormoc District Office |
| | | | | | -x-x-x-x-nothing follows-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 **03 December 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.

Note: Re-Publication

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

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ROWENA G. DE GUZMAN
HRMO III

Date: **November 21, 2018**

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|-----|--|---------------------------|---------------------------------|-------------------|---------------------------------------|-------------------------------|--------------------------------|--|---|---|
| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 1 | Supervising Transportation Regulation Officer (SVTRO) | OSEC-DOTrB-SVTRO-141-2017 | 22 | 58,717.00 | Bachelor's Degree relevant to the job | 16 hours of relevant training | 3 years of relevant experience | Career Service Professional Second level eligibility | 1. Building Collaborative and Inclusive Working Relationship -Advanced 2. Managing Performance and Coaching for Results -Advanced 3. Leading Change -Advanced 4. Thinking Strategically and Creatively -Advanced 5. Creating and Nurturing a High Performing Organization -Advanced | Catbalogan District Office Catbalogan, Samar |

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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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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