

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

Republic of the Philippines  
**LAND TRANSPORTATION OFFICE**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the LAND TRANSPORTATION OFFICE in the CSC website:

  
KATHERINE C. DY  
HRMO III

Date: September 22, 2021

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-ADA6-759-2017	6	16,200	Completion of two (2) years studies in college	None required	None required	CS Sub-Professional 1st level eligibility	Computer literate	Calbayog District Office

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 October 15, 2021.

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](http://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.

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

RHODELIO V. POLIQUIT  
REGIONAL DIRECTOR  
Government Center, Candahug, Palo, Leyte  
[ltoro8hr@gmail.com](mailto:ltoro8hr@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**