

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: December 6, 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 III (Driver I)	OSEC-DOTrB- ADA3-124-2017	3	13,572	Elementary School Graduate	None required	None required	Professional Driver's License	1. Knowledgeable about motor vehicles 2. Knowledgeable on the maintenance of a motor vehicle 3. Ability to carry out oral and written instructions 4. Knowledgeable on minor repairs of a motor vehicle 5. Knowledgeable about traffic signs 6. Knowledgeable about road courtesy and safety	Administrative Division

2	Administrative Officer II (Management and Audit Analyst I)	OSEC-DOTrB-ADOF2-129-2017	11	23,877	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	<ol style="list-style-type: none"> 1. Knowledge in accounting procedure 2. Knowledge in auditing procedure 3. Ability to follow fiscal guidelines, regulations, principles and standards 4. Ability to use mathematical techniques to calculate date or solve practical problems 5. Examine date to grasp issues, draw conclusions and solve problems 	Financial and Management Division
3	Transportation Regulation Officer I	OSEC-DOTrB-TRNSRO1-240-2017	11	23,877	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	<ol style="list-style-type: none"> 1. Knowledge of RA 4136 and other related traffic, laws, rules and regulations 2. Knowledge about a motor vehicle 3. Knowledge on the conduct of law enforcement activity 4. Knowledge in the steps on roadside apprehension 5. Knowledge in Road Safety, Defensive Driving and traffic signs 	Operations 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 December 17, 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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Note: Applicants regardless of gender, civil status, age, disability, ethnicity, religion, etc. are encouraged to apply.