


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: May 2, 2023

| 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 applicable (if applicable) | |
| 1 | Administrative Officer IV (Management and Audit Analyst II) | OSEC-DOTrB-ADOF4-150-2017 | 15 | 36,619 | Bachelor's degree relevant to the job | 4 hours of relevant training | 1 year of relevant experience | Career Service (Professional) Second Level Eligibility | 1. Knowledge in accounting procedures 2. Knowledge in auditing procedures 3. Ability to follow fiscal guidelines, regulations, principles and standards 4. Ability to use mathematical techniques to calculate data or solve practical problems 5. Examines data to grasp issues, draw conclusions and solve problems | Financial and Management Division, LTO-RO8 |

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|---|--------------------------------------|-----------------------------|----|--------|---------------------------------------|------------------------------|-------------------------------|--|---|--|
| 2 | Transportation Regulation Officer II | OSEC-DOTrB-TRNSRO2-270-2017 | 15 | 36,619 | Bachelor's degree relevant to the job | 4 hours of relevant training | 1 year of relevant experience | Career Service (Professional) Second Level Eligibility | <ol style="list-style-type: none"> 1. Knowledge on RA 4136 and other related traffic laws, rules and regulations. 2. Knowledge on adjudication of apprehension cases. 3. Knowledge on the conduct of law enforcement activity. 4. Knowledge on inspection of motor vehicles on its road worthiness. 5. Knowledge on all kinds of traffic violations. | Tacloban District Office, Tacloban City, Leyte |
| 3 | Transportation Regulation Officer II | OSEC-DOTrB-TRNSRO2-279-2017 | 15 | 36,619 | Bachelor's degree relevant to the job | 4 hours of relevant training | 1 year of relevant experience | Career Service (Professional) Second Level Eligibility | <ol style="list-style-type: none"> 1. Knowledge on RA 4136 and other related traffic laws, rules and regulations. 2. Knowledge on adjudication of apprehension cases. 3. Knowledge on the conduct of law enforcement activity. 4. Knowledge on inspection of motor vehicles on its road worthiness. 5. Knowledge on all kinds of traffic violations. | Palompon District Office, Palompon, Leyte |

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|---|--------------------------------------|------------------------------|---|--------|--|---------------|---------------|--|--|---|
| 4 | Administrative Aide IV (Clerk II) | OSEC-DOTrB- ADA4-476-2017 | 4 | 15,586 | Completion of two years studies in college | None required | None required | Career Service (Sub- Professional) First Level Eligibility | <ol style="list-style-type: none"> 1. Computer Literate 2. Must have a strong written and oral communication skills 3. Ability to adapt to and working with a variety of situations, individuals and groups. Open to different and new ways of doing things, willingness to modify one's preferred way of doing things. 4. Ability to get along and interacts with co- workers and others; understands and relates to others. 5. Ability to promote cooperation and commitment within a team to achieve goals and deliverables. | Tacloban District Office, Tacloban City, Leyte |
|---|--------------------------------------|------------------------------|---|--------|--|---------------|---------------|--|--|---|

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 May 19, 2023.

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.
5. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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

MARIBEL E. BANDOLON

CHIEF ADMINISTRATIVE OFFICER

Government Center, Candahug, Palo, Leyte

ltoro8hr@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.