

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: April 3, 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	
1	Administrative Aide VI (Clerk III)	OSEC-DOTrB- ADA6-759-2017	6	17,553	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 get along with co-workers and workers with other offices 4. Must possess interpersonal skills, teamwork, flexibility, dependability, creativity and adaptability 5. Ability to render diligence, promptness, punctuality and patience. 	Calbayog District Office, Calbayog City, Samar

2	Administrative Officer III (Cashier II)	OSEC-DOTrB-ADOF3-335-2017	14	33,843	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	1. Ability to implement accounting systems and procedures. 2. Ability to know and implement procedures in report preparation. 3. Ability to render honesty, trustworthiness, dedication, alertness, promptness, punctuality, courtesy and service-oriented. 4. Computer literate; knowledge in accounting and cash management.	Calbayog District Office, Calbayog City, Samar
---	---	---------------------------	----	--------	-------------------	------------------------------	-------------------------------	--	---	--

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 April 28, 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.