

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 12, 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 (if applicable)	
1	Administrative Aide IV (Clerk II)	OSEC-DOTrB- ADA4-483-2017	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. 	Carigara District Office, Carigara, Leyte

2	Administrative Aide IV (Clerk II)	OSEC-DOTrB- ADA4-499-2017	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. 	San Juan District Office, San Juan, Southern Leyte
3	Administrative Aide VI, EO 366 (Clerk III)	OSEC-DOTrB- ADA6-747-2017	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. 	Administrative Division, LTO- RO8

4	Administrative Aide VI (Clerk III)	OSEC-DOTrB- ADA6-748-2017	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. 	Administrative Division, LTO- RO8
5	Administrative Aide VI (Clerk III)	OSEC-DOTrB- ADA6-764-2017	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. 	Catbalogan District Office, Catbalogan City, Samar

6	Administrative Officer I (Supply Officer I)	OSEC-DOTrB-ADOF1-215-2017	10	23,176	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	<ol style="list-style-type: none"> 1. Ability to implement the supply and inventory management system. 2. Ability to implement the procedure on report preparation 3. Ability to render honesty, trustworthiness, dedication, diligence, promptness, punctuality, courtesy and service-oriented. 	Catbalogan District Office, Catbalogan City, Samar
7	Administrative Officer I (Supply Officer I)	OSEC-DOTrB-ADOF1-216-2017	10	23,176	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	<ol style="list-style-type: none"> 1. Ability to implement the supply and inventory management system. 2. Ability to implement the procedure on report preparation 3. Ability to render honesty, trustworthiness, dedication, diligence, promptness, punctuality, courtesy and service-oriented. 	Maasin District Office, Maasin City, Southern 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 5, 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.