

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

Administrative Officer V (HRMO III)

Date: April 29, 2024

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	Supervising Transportation Regulation Officer	OSEC- DOTrB- SVTRO-136- 2017	22	71511	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level eligibility	1. Knowledge in the registration of motor vehicles, issuance of driver's license and enforcement of RA 4136 and other related traffic, laws, rules and regulations 2. Development planning and policy formulation analysis 3. Coached and mentors workers 4. Build and maintains customer satisfaction in the delivery of basic services 5. Makes timely, informed decisions that take into account the facts, goals, constraints and risks	Tacloban District Office, Tacloban City
2	Administrative Officer III (Cashier II)	OSEC- DOTrB- ADOF3-331- 2017	14	33843	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Financial and Management Division, Palo, Leyte

3	Administrative Officer III (Cashier II)	OSEC-DOTrB-ADOF3-339-2017	14	33843	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Maasin District Office, Maasin City
4	Administrative Officer III (Cashier II)	OSEC-DOTrB-ADOF3-10-2022	14	33843	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Javier District Office, Javier, 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 14, 2024.

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:

ATTY. LEDWINO R. MACARIOLA

REGIONAL DIRECTOR

Government Center, Candahug, Palo, Leyte

ltoro8hr@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.