

Republic of the Philippines  
**LAND TRANSPORTATION FRANCHISING AND REGULATORY BOARD**  
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 FRANCHISING AND REGULATORY BOARD in the CSC website:

TRINA I. ASTILLA  
HRMO

Date: January 16, 2019

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 (Stenographer I)	OSEC-DOTrB- ADA4-581-2017	4	13214	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Sub- professional) Appropriate Eligibility for First Level Position	N/A	Legal Section, LTFRB RO8

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter in quadruplicate copies and send to the address below not later than January 28, 2019.

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](http://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 their application to:

**GUALBERTO N. GUALBERTO**

Regional Director

Zone 7, Gemini A, Pawing, Palo, Leyte

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.