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must be in MS Excel format

Republic of the Philippines
Land Transportation Office, R.O. 8
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, R.O. 8 in the CSC website:



ROWENA G. DE GUZMAN
HRMO III

Date: January 7, 2020

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 III (Driver I)	OSEC-DOTrB-ADA3-124-2017	3	12,466.00	Elementary School graduate	None required	None required	Driver's License (MC II, s. 96 - Cat II)	Knowledgeable about motor vehicle Knowledgeable on the maintenance of a motor vehicle Knowledgeable on minor repairs of a motor vehicle Knowledgeable about traffic and road signs Knowledgeable about road courtesy and safety.	Administrative Division LTO, Regional Office
2	Administrative Aide IV, EO 366 (Clerk II)	OSEC-DOTrB-ADA4-477-2017	4	13,214.00	Completion of two (2) years studies in college	None required	None required	CS Sub-Professional 1st level eligibility	Computer literate	Tacloban District Office

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 **01 February 2020**

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 (applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

Note: Persons with disability are encouraged to apply.
Persons with different religion ethnicity or political affiliation may also apply.

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

RHODELIO V. POLIQUIT

Regional Director

ltoregionaloffice8@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.