

Republic of the Philippines
Land Transportation Office, R.O. 8
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to 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: March 9, 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 IV (Clerk II, Casual)	None	4	627.59/day	Must be able to read and write/Elementary	None required	None required	None required/ preferably w/eligibility		Office of the Regional Director
2	Administrative Aide IV (Clerk II)	OSEC-DOTrB-ADA4-491-2017	4	13,807.00	completion of two (2) years in college	None required	None required	CS Sub-Professional 1st level eligibility	Computer Literate	Naval District Office
				-x-x-x-x-x-x-x-xnothing follows-x-x-x-x-x-x						

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 April 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 (if applicable);
- 3. Photocopy of certificate of eligibility/rating/license; and

Note: Persons with disability are encouraged to apply.
Persons with different religious 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
OLD ARMY ROAD, TACLOBAN CITY
ltoregionaloffice8@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.