

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:



KATHERINE C. DY
HRMO III

Date: April 7, 2021

| 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 | OSEC-DOTrB-ADA4-476-2017 | 4 | 14,400.00 | 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 May 2021**

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
GOVERNMENT CENTER, CANDAHUG, PALO, LEYTE
ltoregionaloffice8@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.