

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
HRMO III

Date: August 1, 2022

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 Officer IV (Management and Audit Analyst II)	OSEC-DOTrB-ADOF4-150-2017	15	35,097	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	1. Knowledge in accounting procedures 2. Knowledge in auditing procedures 3. Ability to follow fiscal guidelines, regulations, principles and standards 4. Ability to use mathematical techniques to calculate data or solve practical problems 5. Examines data to grasp issues, draw conclusions and solve problems	Financial and Management Division, LTO-RO8

2	Transportation Regulation Officer II	OSEC-DOTrB-TRNSRO2-270-2017	15	35,097	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	<ol style="list-style-type: none"> 1. Knowledge on RA 4136 and other related traffic laws, rules and regulations. 2. Knowledge on adjudication of apprehension cases. 3. Knowledge on the conduct of law enforcement activity. 4. Knowledge on inspection of motor vehicles on its road worthiness. 5. Knowledge on all kinds of traffic violations. 	Tacloban District Office, Tacloban City, Leyte
3	Transportation Regulation Officer II	OSEC-DOTrB-TRNSRO2-279-2017	15	35,097	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	<ol style="list-style-type: none"> 1. Knowledge on RA 4136 and other related traffic laws, rules and regulations. 2. Knowledge on adjudication of apprehension cases. 3. Knowledge on the conduct of law enforcement activity. 4. Knowledge on inspection of motor vehicles on its road worthiness. 5. Knowledge on all kinds of traffic violations. 	Palompon District Office, Palompon, 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 August 19, 2022.

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:

MARIBEL E. BANDOLON

CHIEF ADMINISTRATIVE OFFICER

Government Center, Candahug, Palo, Leyte

ltoro8hr@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.