

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: September 18, 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 (Clerk II)	None	4	13,214.00	Must be able to read and write/Elementary	None required	None required	None required/ preferably w/eligibility	Computer Literate	Office of the Regional Director
2	Administrative Aide I (Utility Worker)	None	1	11,068.00	Must be able to read and write	None required	None required	None required/ preferably w/eligibility		Office of the Regional Director
3	Administrative Aide I (Utility Worker)	None	1	11,068.00	Must be able to read and write	None required	None required	None required/ preferably w/eligibility		Office of the Regional Director
				-x-x-x-x-x-x-x-x-nothing follows-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 **30 September 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.

**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:

\_\_\_\_\_  
ROWENA G. DE GUZMAN  
\_\_\_\_\_  
HRMO III  
\_\_\_\_\_  
OLD ARMY ROAD, TACLOBAN CITY  
\_\_\_\_\_  
[ltoregionaloffice8@gmail.com](mailto:ltoregionaloffice8@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.