

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: October 13, 2021

| No. | Position Title<br>(Parenthetical<br>Title, if<br>applicable) | Plantilla Item<br>No.         | Salary/<br>Job/<br>Pay<br>Grade | Monthly<br>Salary | Qualification Standards |                                 |                                  |  |  | Place of Assignment |
|-----|--|-------------------------------|---------------------------------|-------------------|-------------------------|---------------------------------|----------------------------------|--|--|---------------------|
|     |  |                               |                                 |                   | Education               | Training                        | Experience                       | Eligibility  | Competency<br>(if applicable)  |                     |
| 1   | Administrative Officer<br>III (Records Officer II)           | OSEC-DOTrB-<br>ADOF3-332-2017 | 14                              | 30,799            | Bachelor's degree       | 4 hours of relevant<br>training | 1 year of relevant<br>experience | Career Service<br>Professional Second<br>Level Eligibility | 1. Ability to implement<br>the procedures in<br>records management<br>2. Ability to render<br>flexibility, patience,<br>dedication, promptness,<br>punctuality, courtesy<br>and service-oriented | Operations Division |

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 October 25, 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](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.

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

**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

[ltoro8hr@gmail.com](mailto:ltoro8hr@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**