

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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 15, 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	Transportation Regulation Officer II	OSEC-DOTrB-TRNSRO2-269-2017	15	33,575	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 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.	Operation Division

2	Driving Skills Rater	OSEC-DOTrB-DSKR-191-2017	8	18,251	High School Graduate or Completion of relevant vocational/ trade course	None required	None required	Professional Driver's License	<ol style="list-style-type: none"> 1. Ability to explain the provisions of the Land Transportation and Traffic Code (RA 4136) and other related laws, rules and regulations. 2. Ability to implement the flow of license transactions. 3. Ability to know and explain the examination procedures in the conduct of the actual driving examination. 4. Ability to render courtesy, promptness, punctuality, dedication and service oriented. 	Tacloban District Office
3	Chief Administrative Officer (Financial and Management Officer II)	OSEC-DOTrB-CADOF-52-2017	24	86,742	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	4 years of supervisory/ management experience	Career Service Professional/ Second Level Eligibility	<ol style="list-style-type: none"> 1. Building Collaborative and Inclusive Working Relationships 2. Managing Performance and Coaching for Results 3. Leading Change 4. Thinking Strategically and Creatively 5. Creating and Nurturing a High Performing Organization 	Financial and Management 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 29, 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** (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:

RHODELIO V. POLIQUIT

REGIONAL DIRECTOR

Government Center, Candahug, Palo, Leyte

ltoro8hr@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Note: Applicants regardless of gender, civil status, age, disability, ethnicity, religion, etc. are encouraged to apply.