

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 17, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Officer I	OSEC-DOTRB-ADOF1-220-2017	10	224,616.00	Bachelor's degree	None required	None required	CS Professional Second level eligibility	Computer literate	San Juan District Office
2	Spvg. Transportation Regulation Officer (SVTRO)	OSEC-DOTRB-SVTRO-140-2017	22	704,604.00	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	CS Professional Second level eligibility	Knowledge in Motor Vehicle Registration, Issuance of Driver's License, Traffic, laws, rules and regulations Computer literate	Catarman District Office
					-x-x-x-x-nothing follows-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 **15 October 2018**

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 (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.