

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: January 6, 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 Aide VI (Clerk III)	OSEC-DOTrB- ADA6-754-2017	6	16,200	Completion of two years studies in college	None required	None required	Career Service (Sub- Professional) First Level Eligibility	<ol style="list-style-type: none"> <li>1. Computer literate</li> <li>2. Must have a strong written and oral communication skills</li> <li>3. Ability to get along with co-workers and workers with other offices</li> <li>4. Must possess interpersonal skills, teamwork, flexibility, dependability, creativity and adaptability</li> <li>5. Ability to render diligence, promptness, punctuality and patience.</li> </ol>	Tacloban District Office, Tacloban City

2	Administrative Aide VI, EO366 (Clerk III)	OSEC-DOTrB- ADA6-756-2017	6	16,200	Completion of two years studies in college	None required	None required	Career Service (Sub- Professional) First Level Eligibility	<ol style="list-style-type: none"> <li>1. Computer literate</li> <li>2. Must have a strong written and oral communication skills</li> <li>3. Ability to get along with co-workers and workers with other offices</li> <li>4. Must possess interpersonal skills, teamwork, flexibility, dependability, creativity and adaptability</li> <li>5. Ability to render diligence, promptness, punctuality and patience.</li> </ol>	Tacloban District Office, Tacloban City
3	Administrative Officer I (Supply Officer I)	OSEC-DOTrB- ADOF1-211-2017	10	21,205	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	<ol style="list-style-type: none"> <li>1. Ability to implement the supply and inventory management system.</li> <li>2. Ability to implement the procedure on report preparation</li> <li>3. Ability to render honesty, trustworthiness, dedication, diligence, promptness, punctuality, courtesy and service-oriented.</li> </ol>	Borongon District Office, Borongon City

4	Administrative Officer I (Supply Officer I)	OSEC-DOTrB- ADOF1-213-2017	10	21,205	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	<ol style="list-style-type: none"> <li>1. Ability to implement the supply and inventory management system.</li> <li>2. Ability to implement the procedure on report preparation</li> <li>3. Ability to render honesty, trustworthiness, dedication, diligence, promptness, punctuality, courtesy and service-oriented.</li> </ol>	Carigara District Office, Carigara Leyte
5	Administrative Officer I (Supply Officer I)	OSEC-DOTrB- ADOF1-220-2017	10	21,205	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	<ol style="list-style-type: none"> <li>1. Ability to implement the supply and inventory management system.</li> <li>2. Ability to implement the procedure on report preparation</li> <li>3. Ability to render honesty, trustworthiness, dedication, diligence, promptness, punctuality, courtesy and service-oriented.</li> </ol>	San Juan District Office, San Juan, Southern Leyte
6	Public Utilities Regulation Officer I	OSEC-DOTrB- PURO1-196-2017	11	23,877	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	<ol style="list-style-type: none"> <li>1. Knowledge about motor vehicles</li> <li>2. Knowledge in the conduct of ocular inspection of motor vehicles for it road worthiness</li> <li>3. Knowledge on the guidelines related to emission compliant vehicles</li> <li>4. Must possess a very good oral communication</li> <li>5. Must know how to drive a motor vehicle</li> </ol>	Tacloban District Office, Tacloban City

7	Transportation Regulation Officer I	OSEC-DOTrB-TRNSRO1-239-2017	11	23,877	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	<ol style="list-style-type: none"> <li>1. Knowledge of RA 4136 and other related traffic, laws, rules and regulations</li> <li>2. Knowledge about a motor vehicle</li> <li>3. Knowledge on the conduct of law enforcement activity</li> <li>4. Knowledge in the steps on roadside apprehension</li> <li>5. Knowledge in Road Safety, Defensive Driving and traffic signs</li> </ol>	Operations Division, LTO-RO8
8	Transportation Regulation Officer I	OSEC-DOTrB-TRNSRO1-242-2017	11	23,877	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	<ol style="list-style-type: none"> <li>1. Knowledge of RA 4136 and other related traffic, laws, rules and regulations</li> <li>2. Knowledge about a motor vehicle</li> <li>3. Knowledge on the conduct of law enforcement activity</li> <li>4. Knowledge in the steps on roadside apprehension</li> <li>5. Knowledge in Road Safety, Defensive Driving and traffic signs</li> </ol>	Operations Division, LTO-RO8



9	Transportation Regulation Officer II	OSEC-DOTrB-TRNSRO2-276-2017	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.	Maasin District Office, Maasin City
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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 January 31, 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](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:

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.**