

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: February 22, 2023

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	Supervising Transportation Regulation Officer	OSEC-DOTrB- SVTRO-13-2022	22	71,511	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level eligibility	<ol style="list-style-type: none"> 1. Knowledge in the registration of motor vehicles, issuance of driver's license and enforcement of RA 4136 and other related traffic, laws, rules and regulations 2. Development planning and policy formulation analysis 3. Coached and mentors workers 4. Build and maintains customer satisfaction in the delivery of basic services 5. Makes timely, informed decisions that take into account the facts, goals, constraints and risks 	Laoang District Office, Laoang, Northern Samar

2	Transportation Regulation Officer II	OSEC-DOTrB-TRNSRO2-12-2022	15	36,619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	<ol style="list-style-type: none"> 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. 	Laoang District Office, Laoang, Northern Samar
3	Administrative Officer III (Cashier II)	OSEC-DOTrB-ADOF3-11-2022	14	33,843	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	<ol style="list-style-type: none"> 1. Ability to implement accounting systems and procedures. 2. Ability to know and implement procedures in report preparation. 3. Ability to render honesty, trustworthiness, dedication, alertness, promptness, punctuality, courtesy and service-oriented. 4. Computer literate; knowledge in accounting and cash management. 	Laoang District Office, Laoang, Northern Samar

4	Administrative Officer I (Supply Officer I)	OSEC-DOTrB- ADOF1-10-2022	10	23,176	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	<ol style="list-style-type: none"> 1. Ability to implement the supply and inventory management system. 2. Ability to implement the procedure on report preparation 3. Ability to render honesty, trustworthiness, dedication, diligence, promptness, punctuality, courtesy and service-oriented. 	Laoang District Office, Laoang, Northern Samar
5	Assistant Statistician	OSEC-DOTrB- ASTAT-9-2022	9	21,211	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub- Professional) First Level Eligibility	<ol style="list-style-type: none"> 1. Knowledge in the preparation of the Management Information System Report 2. Knowledge in statistics 3. Must possess a good written communication 4. Computer literate 	Laoang District Office, Laoang, Northern Samar

6	Administrative Aide VI (Clerk III)	OSEC-DOTrB- ADA6-10-2022	6	17,553	Completion of two years studies in college	None required	None required	Career Service (Sub- Professional) First Level Eligibility	<ol style="list-style-type: none"> 1. Computer literate 2. Must have a strong written and oral communication skills 3. Ability to get along with co-workers and workers with other offices 4. Must possess interpersonal skills, teamwork, flexibility, dependability, creativity and adaptability 5. Ability to render diligence, promptness, punctuality and patience. 	Laoang District Office, Laoang, Northern Samar
7	Administrative Aide IV (Clerk II)	OSEC-DOTrB- ADA4-25-2022	4	15,586	Completion of two years studies in college	None required	None required	Career Service (Sub- Professional) First Level Eligibility	<ol style="list-style-type: none"> 1. Computer Literate 2. Must have a strong written and oral communication skills 3. Ability to adapt to and working with a variety of situations, individuals and groups. Open to different and new ways of doing things, willingness to modify one's preferred way of doing things. 4. Ability to get along and interacts with co- workers and others; understands and relates to others. 5. Ability to promote cooperation and commitment within a team to achieve goals and deliverables. 	Laoang District Office, Laoang, Northern Samar

8	Administrative Aide IV (Clerk II)	OSEC-DOTrB- ADA4-26-2022	4	15,586	Completion of two years studies in college	None required	None required	Career Service (Sub- Professional) First Level Eligibility	<ol style="list-style-type: none"> 1. Computer Literate 2. Must have a strong written and oral communication skills 3. Ability to adapt to and working with a variety of situations, individuals and groups. Open to different and new ways of doing things, willingness to modify one's preferred way of doing things. 4. Ability to get along and interacts with co- workers and others; understands and relates to others. 5. Ability to promote cooperation and commitment within a team to achieve goals and deliverables. 	Laoang District Office, Laoang, Northern Samar
9	Supervising Transportation Regulation Officer	OSEC-DOTrB- SVTRO-12-2022	22	71,511	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level eligibility	<ol style="list-style-type: none"> 1. Knowledge in the registration of motor vehicles, issuance of driver's license and enforcement of RA 4136 and other related traffic, laws, rules and regulations 2. Development planning and policy formulation analysis 3. Coached and mentors workers 4. Build and maintains customer satisfaction in the delivery of basic services 5. Makes timely, informed decisions that take into account the facts, goals, constraints and risks 	Javier District Office, Javier, Leyte

10	Transportation Regulation Officer II	OSEC-DOTrB-TRNSRO2-11-2022	15	36,619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	<ol style="list-style-type: none"> 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. 	Javier District Office, Javier, Leyte
11	Administrative Officer III (Cashier II)	OSEC-DOTrB-ADOF3-10-2022	14	33,843	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	<ol style="list-style-type: none"> 1. Ability to implement accounting systems and procedures. 2. Ability to know and implement procedures in report preparation. 3. Ability to render honesty, trustworthiness, dedication, alertness, promptness, punctuality, courtesy and service-oriented. 4. Computer literate; knowledge in accounting and cash management. 	Javier District Office, Javier, Leyte

12	Administrative Officer I (Supply Officer I)	OSEC-DOTrB- ADOF1-9-2022	10	23,176	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	<ol style="list-style-type: none"> 1. Ability to implement the supply and inventory management system. 2. Ability to implement the procedure on report preparation 3. Ability to render honesty, trustworthiness, dedication, diligence, promptness, punctuality, courtesy and service-oriented. 	Javier District Office, Javier, Leyte
13	Assistant Statistician	OSEC-DOTrB- ASTAT-8-2022	9	21,211	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub- Professional) First Level Eligibility	<ol style="list-style-type: none"> 1. Knowledge in the preparation of the Management Information System Report 2. Knowledge in statistics 3. Must possess a good written communication 4. Computer literate 	Javier District Office, Javier, Leyte

14	Administrative Aide VI (Clerk III)	OSEC-DOTrB- ADA6-9-2022	6	17,553	Completion of two years studies in college	None required	None required	Career Service (Sub- Professional) First Level Eligibility	<ol style="list-style-type: none"> 1. Computer literate 2. Must have a strong written and oral communication skills 3. Ability to get along with co-workers and workers with other offices 4. Must possess interpersonal skills, teamwork, flexibility, dependability, creativity and adaptability 5. Ability to render diligence, promptness, punctuality and patience. 	Javier District Office, Javier, Leyte
15	Administrative Aide IV (Clerk II)	OSEC-DOTrB- ADA4-23-2022	4	15,586	Completion of two years studies in college	None required	None required	Career Service (Sub- Professional) First Level Eligibility	<ol style="list-style-type: none"> 1. Computer Literate 2. Must have a strong written and oral communication skills 3. Ability to adapt to and working with a variety of situations, individuals and groups. Open to different and new ways of doing things, willingness to modify one's preferred way of doing things. 4. Ability to get along and interacts with co- workers and others; understands and relates to others. 5. Ability to promote cooperation and commitment within a team to achieve goals and deliverables. 	Javier District Office, Javier, Leyte

16	Administrative Aide IV (Clerk II)	OSEC-DOTrB- ADA4-24-2022	4	15,586	Completion of two years studies in college	None required	None required	Career Service (Sub- Professional) First Level Eligibility	<ol style="list-style-type: none"> 1. Computer Literate 2. Must have a strong written and oral communication skills 3. Ability to adapt to and working with a variety of situations, individuals and groups. Open to different and new ways of doing things, willingness to modify one's preferred way of doing things. 4. Ability to get along and interacts with co-workers and others; understands and relates to others. 5. Ability to promote cooperation and commitment within a team to achieve goals and deliverables. 	Javier District Office, Javier, Leyte
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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 March 31, 2023.

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.
5. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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

MARIBEL E. BANDOLON
CHIEF ADMINISTRATIVE OFFICER
Government Center, Candahug, Palo, Leyte
ltoro8hr@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.