

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: July 9, 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	Chief Administrative Officer (Financial and Management Officer II)	OSEC-DOTrB- CADO-52-2017	24	86,742	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory or management learning and development intervention undertaken within the last 5 years	4 years in position/s involving management and supervision	Career Service Professional Second level eligibility	1. Building collaborative and inclusive working relationship 2. Managing Performance and Coaching Results 3. Leading change 4. Thinking strategically and creatively 5. Creating and nurturing a high performing organization	Financial and Management Division

2	Administrative Officer III (Records Officer II)	OSEC-DOTrB-ADOF3-332-2017	14	30,799	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional Second level eligibility	1. Ability to implement the procedures in records management 2. Ability to render flexibility, patience, dedication, promptness, punctuality, courtesy and service-oriented	Operations Division
3	Assistant Statistician	OSEC-DOTrB-ASTAT-232-2017	9	19,593	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional First level eligibility	1. Knowledge in the preparation of MIS Reports 2. Knowledge in Statistics	Ormoc District Office

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 July 30, 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
lto8hr@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.