

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 26, 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	Administrative Officer III (Cashier II)	OSEC-DOTrB- ADOF3-331-2017	14	33,843	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	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.	Financial and Management Division, LTO-RO8

2	Accountant I	OSEC-DOTrB-A1-123-2017	12	29,165	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080	<ol style="list-style-type: none"> <li>1. Computer literate</li> <li>2. Knowledge of accounting principles and practices</li> <li>3. Knowledge in NGAS, COA and DBM latest issuances</li> <li>4. Knowledge of computerized accounting system and application</li> <li>5. Knowledge of financial reporting and analysis</li> <li>6. Knowledge in file maintenance and record keeping</li> </ol>	Financial and Management Division, LTO-RO8
3	Transportation Regulation Officer I	OSEC-DOTrB-TRNSRO1-237-2017	11	27,000	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

4	Transportation Regulation Officer I	OSEC-DOTrB-TRNSRO1-243-2017	11	27,000	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
5	Administrative Officer I (Supply Officer I)	OSEC-DOTrB-ADOF1-219-2017	10	23,176	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>	Palompon District Office, Palompon, Leyte
6	Administrative Officer I (Supply Officer I)	OSEC-DOTrB-ADOF1-217-2017	10	23,176	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>	Naval District Office, Naval, Biliran

7	Administrative Officer I (Supply Officer I)	OSEC-DOTrB- ADOF1-212-2017	10	23,176	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>	Calbayog District Office, Calbayog City, Samar
8	Assistant Statistician	OSEC-DOTrB- ASTAT-230-2017	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"> <li>1. Knowledge in the preparation of the Management Information System Report</li> <li>2. Knowledge in statistics</li> <li>3. Must possess a good written communication</li> <li>4. Computer literate</li> </ol>	Maasin District Office, Maasin City, Southern Leyte
9	Administrative Assistant II (Bookkeeper)	OSEC-DOTrB- ADAS2-231-2017	8	19,744	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub- Professional) First Level Eligibility	<ol style="list-style-type: none"> <li>1. Knowledge of accounting principles and practices</li> <li>2. Knowledge in Bookkeeping techniques</li> <li>3. Knowledge in computerized accounting system and application</li> <li>4. Knowledge in financial reporting and analysis</li> <li>5. Knowledge in record keeping and maintenance</li> <li>6. Computer literate</li> </ol>	Financial and Management Division, LTO-RO8

10	Administrative Aide VI (Clerk III)	OSEC-DOTrB- ADA6-752-2017	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"> <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>	Operations Division, LTO- RO8
11	Administrative Aide VI (Clerk III)	OSEC-DOTrB- ADA6-757-2017	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"> <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, Leyte

12	Administrative Aide IV (Clerk II)	OSEC-DOTrB- ADA4-494-2017	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"> <li>1. Computer Literate</li> <li>2. Must have a strong written and oral communication skills</li> <li>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.</li> <li>4. Ability to get along and interacts with co-workers and others; understands and relates to others.</li> <li>5. Ability to promote cooperation and commitment within a team to achieve goals and deliverables.</li> </ol>	Ormoc District Office, Ormoc City, Leyte
13	Administrative Aide IV (Clerk II)	OSEC-DOTrB- ADA4-488-2017	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"> <li>1. Computer Literate</li> <li>2. Must have a strong written and oral communication skills</li> <li>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.</li> <li>4. Ability to get along and interacts with co-workers and others; understands and relates to others.</li> <li>5. Ability to promote cooperation and commitment within a team to achieve goals and deliverables.</li> </ol>	Catbalogan District Office, Catbalogan City, Samar

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 August 11, 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](http://www.csc.gov.ph);
2. Performance rating **in the last rating period** (if applicable);
3. Authenticated copy of certificate of eligibility/rating/license; and
4. Authenticated copy 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:

ATTY. LEDWINO R. MACARIOLA

REGIONAL DIRECTOR

Government Center, Candahug, Palo, Leyte

[lto8hr@gmail.com](mailto:lto8hr@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**