

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: August 31, 2023

| No. | Position Title<br>(Parenthetical<br>Title, if<br>applicable) | Plantilla Item<br>No.         | Salary/<br>Job/<br>Pay<br>Grade | Monthly<br>Salary | Qualification Standards                  |                                  |                                   |  |   | Place of Assignment                      |
|-----|--|-------------------------------|---------------------------------|-------------------|--|----------------------------------|-----------------------------------|--|---|--|
|     |  |                               |                                 |                   | Education                                | Training                         | Experience                        | Eligibility  | Competency<br>(if applicable)   |  |
| 1   | Supervising<br>Transportation<br>Regulation Officer          | OSEC-DOTrB-<br>SVTRO-143-2017 | 22                              | 71,511            | Bachelor's degree<br>relevant to the job | 16 hours of relevant<br>training | 3 years of relevant<br>experience | Career Service<br>(Professional) Second<br>Level eligibility | <ol style="list-style-type: none"> <li>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</li> <li>2. Development planning and policy formulation analysis</li> <li>3. Coached and mentors workers</li> <li>4. Build and maintains customer satisfaction in the delivery of basic services</li> <li>5. Makes timely, informed decisions that take into account the facts, goals, constraints and risks</li> </ol> | Naval District Office, Naval,<br>Biliran |

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 September 22, 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.