

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: October 4, 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- ADOF3-337-2017	14	33,843	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Catarman District Office, Catarman, Northern Samar
2	Administrative Aide VI (Clerk III)	OSEC-DOTrB- ADA6-758-2017	6	17,553	Completion of two years studies in college	None required	None required	Career Service (Sub- Professional) First Level Eligibility	N/A	Borongan District Office, Borongan City, Eastern Samar
3	Administrative Aide VI (Clerk III)	OSEC-DOTrB- ADA6-751-2017	6	17,553	Completion of two years studies in college	None required	None required	Career Service (Sub- Professional) First Level Eligibility	N/A	Operations Division, LTO- RO8
4	Administrative Aide VI (Clerk III)	OSEC-DOTrB- ADA6-754-2017	6	17,553	Completion of two years studies in college	None required	None required	Career Service (Sub- Professional) First Level Eligibility	N/A	Tacloban District Office, Tacloban City, Leyte
5	Administrative Aide IV (Clerk II)	OSEC-DOTrB- ADA4-479-2017	4	15,586	Completion of two years studies in college	None required	None required	Career Service (Sub- Professional) First Level Eligibility	N/A	Borongan District Office, Borongan City, Eastern Samar
6	Administrative Aide IV (Clerk II)	OSEC-DOTrB- ADA4-485-2017	4	15,586	Completion of two years studies in college	None required	None required	Career Service (Sub- Professional) First Level Eligibility	N/A	Catarman District Office, Catarman, Northern Samar
7	Administrative Aide IV (Clerk II)	OSEC-DOTrB- ADA4-489-2017	4	15,586	Completion of two years studies in college	None required	None required	Career Service (Sub- Professional) First Level Eligibility	N/A	Maasin District Office, Maasin City, Southern Leyte

8	Administrative Aide IV (Clerk II)	OSEC-DOTrB-ADA4-491-2017	4	15,586	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	N/A	Naval District Office, Naval, Biliran
9	Administrative Aide IV (Clerk II)	OSEC-DOTrB-ADA4-497-2017	4	15,586	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	N/A	San Juan District Office, San Juan, Southern Leyte
10	Administrative Aide IV (Clerk II)	OSEC-DOTrB-ADA4-478-2017	4	15,586	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	N/A	Tacloban District Office, Tacloban City, Leyte

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 October 20, 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. 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

ltoro8hr@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.