

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: November 6, 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 applicable) (if	
1	Chief Administrative Officer (Administrative Officer V)	OSEC-DOTrB- CADOOF-51-2017	24	90,078	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	Career Service Professional/ Second Level Eligibility	1. Building Collaborative and Inclusive Working Relationships 2. Managing Performance and Coaching for Results 3. Leading Change 4. Thinking Strategically and Creatively 5. Creating and Nurturing a High Performing Organization	Administrative Division, LTO- RO8

2	Supervising Transportation Regulation Officer	OSEC-DOTrB-SVTRO-145-2017	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 	Palompon District Office, Palompon, 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 November 24, 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.