

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 23, 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	Supervising Transportation Regulation Officer	OSEC-DOTrB-SVTRO-13-2022	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	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	Laoang District Office, Laoang, Northern Samar

2	Administrative Officer III (Cashier II)	OSEC-DOTrB-ADOF3-11-2022	14	33,843	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	<ol style="list-style-type: none"> 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. 	Laoang District Office, Laoang, Northern Samar
3	Supervising Transportation Regulation Officer	OSEC-DOTrB-SVTRO-12-2022	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 	Javier District Office, Javier, Leyte

4	Administrative Officer III (Cashier II)	OSEC-DOTrB-ADOF3-10-2022	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.	Javier District Office, Javier, 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 December 5, 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
lto8hr@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.