

Republic of the Philippines
LAND TRANSPORTATION OFFICE REGION IV-A
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LAND TRANSPORTATION OFFICE REGION IV-A in the CSC website:

ERIC LENARD E. TABALDO, CESO V

Regional Director

20-Dec-17

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency (if applicable)	
1	Supervising Transportation Regulation Officer	OSEC-DOTrB-SVTRO-182-2017	22	633,396	Bachelor's Degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility		Antipolo District Office
2	Transportation Regulation Officer II	OSEC-DOTrB-TRNSRO2-330-2017	15	330,780	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility		Antipolo District Office
3	Administrative Officer III (Cashier II)	OSEC-DOTrB-ADOF3-427-2017	14	303,480	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility		Antipolo District Office
4	Administrative Officer I (Supply Officer I)	OSEC-DOTrB-ADOF1-277-2017	10	218,604	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility		Antipolo District Office
5	Assistant Statistician	OSEC-DOTrB-ASTAT-277-2017	9	203,832	Completion of two (2) years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility		Antipolo District Office

6	Administrative Aide VI (Clerk III)	OSEC-DOTrB-ADA6-1002-2017	6	166,212	Completion of two (2) years studies in college	None Required	None Required	Career Service (Sub-Profesional) First Level Eligibility		Antipolo District Office
7	Administrative Aide IV (Clerk II)	OSEC-DOTrB-ADA4-647-2017	4	145,860	Completion of two (2) years studies in college	None Required	None Required	Career Service (Sub-Profesional) First Level Eligibility		Antipolo District Office
8	Administrative Aide IV (Clerk II)	OSEC-DOTrB-ADA4-648-2017	4	145,860	Completion of two (2) years studies in college	None Required	None Required	Career Service (Sub-Profesional) First Level Eligibility		Antipolo District Office

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 January **31, 2018**.

1. Letter of Intent
2. 2 sets of **fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) with Work Experience Sheet** which can be downloaded at www.csc.gov.ph;
3. Performance rating in the present position for one (1) year (if promotion);
4. Original authenticated certificate of eligibility/rating/license; and
5. Authenticated Transcript of Records and Diploma.
6. Office Orders/Approved Role Mapping as proof of experience (if applicable).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

ERIC LENARD E. TABALDO, CESO V

Regional Director

LTO Regional Office IV-A, Old City Hall Compound, Int. B. Morada Avenue, Lipa City

ltoord.r4a@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.