

# ANNOUNCEMENT

## LTFRB VACANT POSITIONS AS OF 10 DECEMBER 2018

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	<b>Accountant III</b>	OSEC-DOTrB-A3-126-2017	19	42,099.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080 (CPA)		Financial and Management Division - LTFRB Central Office
2	<b>Administrative Officer V (Management &amp; Audit Analyst III)</b>	OSEC-DOTrB-ADOF5-214-2017	18	38,085.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		Financial and Management Division - LTFRB Central Office
3	<b>Accountant II</b>	OSEC-DOTrB-A2-124-2017	16	31,765.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (CPA)		Financial and Management Division - LTFRB Central Office
4	<b>Legal Assistant II</b>	OSEC-DOTrB-LEA2-387-2017	12	22,149.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None required	Career Service (Professional)/ Second Level Eligibility		Legal Division - LTFRB Central Office

5	<b>Attorney IV</b>	OSEC-DOTrB-ATY4-107-2017	23	65,604.00	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080 (BAR)		LTRFB - Regional Office VIII, Palo, 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 24, 2018.

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. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

Interested applicants must indicate the position applied for, item number (s) and name of the department/office where the vacancy is.

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

Applicants for more than one (1) position should submit complete set of documents for each position applied for.

**Marilou T. Mea**  
 Chief Administrative Division  
 East Avenue, Diliman, Quezon City 1100, Philippines  
[trabahasaltfrb@gmail.com](mailto:trabahasaltfrb@gmail.com)

This office highly encourage interested and qualified applicants including persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities.

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

Posting Date: 11 DEC 2018

Closing Date: December 24, 2018

  
**Marilou T. Mea**  
 Chief Administrative Division

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