

ANNOUNCEMENT

LTFRB VACANT POSITIONS AS OF 27 DECEMBER 2017

ADMINISTRATIVE DIVISION

Agency : Land Transportation Franchising and Regulatory Board
Position : **ADMINISTRATIVE OFFICER II (HRMO I)**
Salary Grade : 11
Number of Vacant : One (1)
Position/s
Item Numbers : **OSEC-DOTrB-ADOF2-140-2017**
Place of Assignment : Administrative Division (Central Office)

Qualification Standards

Education : Bachelor's degree relevant to the job
Experience : None required
Training : None required
Eligibility : Career Service (Professional)/Second Level Eligibility

REGIONAL FRANCHISING AND REGULATORY OFFICE NO. VIII – PALO, LEYTE

Agency : Land Transportation Franchising and Regulatory Board
Position : **CHIEF TRANSPORTATION DEVELOPMENT OFFICER**
Salary Grade : 24
Number of Vacant : One (1)
Position/s
Item Numbers : **OSEC-DOTrB-CTDO-37-2017**
Place of Assignment : RFRO No. VIII – Palo, Leyte

Qualification Standards

Education : Master's degree or Certificate in Leadership and Management from the CSC
Experience : 4 years of supervisory/management experience
Training : 40 hours of supervisory/management learning and development intervention undertaken within the last 5 years
Eligibility : Career Service (Professional)/Second Level Eligibility

Note: Interested applicants, regardless of gender, civil status, disability, ethnicity and religion, may apply.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
LAND TRANSPORTATION FRANCHISING AND REGULATORY BOARD
East Avenue, Quezon City



27 December 2017

NOTICE OF FILLING-UP VACANT POSITIONS

Please be informed that the LTFRB is now accepting applicants to the vacant positions as indicated in the attached list.

Walk-in Applicants:

1. Letter of Intent specifying the position and division/office being applied for;
2. Duly accomplished Personal Data Sheet (CSC Form 212 (Revised 2017)) which may be downloaded from the CSC website www.csc.gov.ph indicating all the required data/information;
3. Photocopy of Transcript of Records and Diploma (*please present original*);
4. CSC Authenticated Certificate of Eligibility;
5. NBI Clearance
6. Photocopy of BAR/Board Ratings (*for licensed professionals*);
7. Service Record;
8. Photocopy of Certificate of Trainings/Seminars attended;
9. Awards/commendations received within the last 5 years;

Insider/LTFRB Employees:

1. Letter of Intent specifying the position and division/office being applied for;
2. Updated Personal Data Sheet (CSC Form 212) completely filled out with picture attached;
3. Photocopies of documents to support the updated PDS; and
4. Performance Evaluation Reports (IPCR) for the last two (2) rating periods (July-December 2016 and January-June 2017)

DEADLINE FOR SUBMISSION : 19 JANUARY 2018

PLEASE SUBMIT YOUR APPLICATION TO : **ADMINISTRATIVE DIVISION**
LTFRB Central Office
East Avenue, Quezon City

Addressed to : **Atty. MARTIN B. DELGRA III**
Chairman
This Office

Thru : **Ms. MARILOU T. MEA**
Chief, Administrative Division

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

For inquiries, please call at Telephone Nos. (02) 426-2485 or (02) 925-7191.

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December 27, 2017

Date of posting


ATTY. CARL SHA JEMIMAH F. MARBELLA
OIC Executive Director