

# ANNOUNCEMENT

LTFRB VACANT POSITIONS

AS OF 30 JULY 2019

CLOSING DATE - 14 AUGUST 2019

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>Administrative Aide IV (Stenographer I)</b>	OSEC-DOTrB-ADA4-578-2017	4	13,214.00	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	None Required	None Required	Career Service (Sub-professional)/ First Level Eligibility		LTFRB-Regional Office V, Rawis, Legazpi City
2	<b>Administrative Aide VI (Clerk III)</b>	OSEC-DOTrB-ADA6-926-2017	6	14,847.00	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility		LTFRB-Regional Office V, Rawis, Legazpi City
3	<b>Administrative Assistant III (Stenographic Reporter II)</b>	OSEC-DOTrB-ADAS3-240-2017	9	17,975.00	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility		LTFRB-Regional Office V, Rawis, Legazpi City

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 August 14, 2019.

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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

Vladimir Custer S. Kahulugan  
Regional Director  
Rawis, Legazpi City, Albay, Philippines  
[ltfrb\\_ro5@yahoo.com](mailto:ltfrb_ro5@yahoo.com)


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

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

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.

Posting Date: 30-Jul-19

Closing Date: 14-Aug-19

  
Vladimir Custer S. Kahulugan  
Regional Director

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