

# ANNOUNCEMENT

LTFRB VACANT POSITIONS

AS OF 30 JULY 2020

CLOSING DATE - 12 AUGUST 2020

**WE ONLY CONTACT APPLICANTS WHO MEET THE MINIMUM QUALIFICATION STANDARDS FOR SPECIFIC POSITIONS**

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	<b>Chief Administrative Officer (Administrative Officer V)</b>	OSEC-DOTB-CADOF-61-2017	24	85,074.00	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention	4 years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility		Administrative Division - LTFRB Central Office East Avenue Diliman Quezon City
2	<b>Information Technology Officer I</b>	OSEC-DOTB-ITO1-153-2017	19	46,791.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		Information Systems Management Division (ISMD) - LTFRB Central Office East Avenue Diliman Quezon City
3	<b>Accountant II</b>	OSEC-DOTB-A2-124-2017	16	35,106.00	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 (FMD) - LTFRB Central Office East Avenue Diliman Quezon City
4	<b>Legal Assistant II</b>	OSEC-DOTB-LEA2-390-2017	12	24,495.00	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 East Avenue Diliman Quezon 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 12, 2020**.

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/email their application to:

Edelmira A. Brozo

OIC-Administrative Division

East Avenue, Diliman, Quezon City 1100, Philippines

[trabahosaltrb@gmail.com](mailto:trabahosaltrb@gmail.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: July 30, 2020

Closing Date: August 12, 2020

  
Edelmira A. Brozo

OIC-Administrative Division