

ANNOUNCEMENT

LTFRB VACANT POSITIONS

AS OF 3 JUNE 2021

CLOSING DATE - 14 JUNE 2021

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

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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	Administrative Officer V (Records Officer III)	OSEC-DOTrB-ADOF5-4-2021	18	43,681.00	Bachelor's Degree	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
2	Administrative Assistant III (Stenographic Reporter II)	OSEC-DOTrB-ADAS3-11-2020	9	19,593.00	Completion of (2) two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	Shorthand Writing Skills	LTFRB - Regional Office IV-B MIMAROPA, Calapan City, Oriental Mindoro
3	Administrative Assistant III (Stenographic Reporter II)	OSEC-DOTrB-ADAS3-12-2020	9	19,593.00	Completion of (2) two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	Shorthand Writing Skills	LTFRB - Regional Office IV-B MIMAROPA, Calapan City, Oriental Mindoro
4	Administrative Aide VI (Stenographer II)	OSEC-DOTrB-ADA6-13-2020	6	16,200.00	Completion of (2) two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		LTFRB - Regional Office IV-B MIMAROPA, Calapan City, Oriental Mindoro
5	Administrative Aide IV (Stenographer I)	OSEC-DOTrB-ADA4-14-2020	4	14,400.00	Completion of (2) two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		LTFRB - Regional Office IV-B MIMAROPA, Calapan City, Oriental Mindoro

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 **June 14, 2021**.

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;
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:

Diosdado B. Santiago Jr.

OIC-Administrative Division

East Avenue, Diliman, Quezon City 1100, Philippines

trabahosalfrb2021@gmail.com

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

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.



Diosdado B. Santiago Jr.

OIC-Administrative Division