

Republic of the Philippines  
**DEPARTMENT OF TRANSPORTATION**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF TRANSPORTATION in the CSC website:

*Arwonder V.C. Gismundo*  
ARWONDER V.C. GISMUNDO  
HRMO

Date: 06-Feb-24

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 Assistant II (Audio-Visual Aids Technician II)	OSEC-DOTrB-ADAS2-140-2017	8	19744	High School graduate or Completion of relevant vocational / trade course	4 hours of relevant training	1 year of relevant experience	Audio-Visual Equipment Operator/Technician (MC #10 s. 2013, Cat II)	N/A	Information Division
2	Administrative Assistant I (Stenographic Reporter I)	OSEC-DOTrB-ADAS1-97-2017	7	18620	Completion of two years studies in College	None required	None required	CS Sub Professional / First Level Eligibility	N/A	Legal Service
3	Administrative Assistant I (Stenographic Reporter I)	OSEC-DOTrB-ADAS1-98-2017	7	18620	Completion of two years studies in College	None required	None required	CS Sub Professional / First Level Eligibility	N/A	Legal Service
4	Administrative Assistant I (Stenographic Reporter I)	OSEC-DOTrB-ADAS1-99-2017	7	18620	Completion of two years studies in College	None required	None required	CS Sub Professional / First Level Eligibility	N/A	Legal Service

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 February 18, 2024.

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 certificate of relevant trainings/seminars attended
5. Photocopy of Transcript of Records
6. Certificate of Employment/Service Record
7. Certificate of no Pending Case
8. Certification as to units earned in post graduate studies (Masters/Uoctorate)

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

DND FEB- 6-2024 2:05PM

ARWONDER-V C. GISMUNDO

Chief Human Resource Management Division

Unit 83, DOTr-CO, The Columbia Tower, Ortigas Avenue, Mandaluyong City, Philippines  
recruitment@dotr.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.