

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

Electronic copy to be submitted to the CSC FO must be in MS Excel format

DND FEB-21-2024 2:32 PM

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
HRMO

Date: 21-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	Accountant III	OSEC-DOTrB-A3-104-2017	19	51357	Bachelor's degree in Commerce / Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080	N/A	Finance Service, Accounting Division
2	Training Specialist III	OSEC-DOTrB-TRNSP3-26-2020	18	46725	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS Professional / Second Level Eligibility	N/A	Philippine Railways Institute, Training Division
3	Executive Assistant II	OSEC-DOTrB-EXA2-32-2017	17	43030	Bachelor's degree	4 hours of training	1 year of experience	CS Professional / Second Level Eligibility	N/A	Office of the Secretary
4	Transportation Development Officer I	OSEC-DOTrB-TRNSD01-12-2020	11	27000	Bachelor's degree relevant to the job	None required	None required	CS Professional / Second Level Eligibility	N/A	Philippine Railways Institute, Training Division

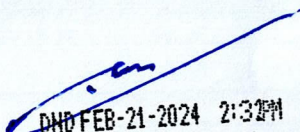
Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than March 7, 2024.

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;
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/Doctorate)

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

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


DND FEB-21-2024 2:31PM

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.