

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

**MARK ANTHONY M. SAGAONIT**  
Human Resource Specialist II

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

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:

*Alfonso C. Geronimo*  
ARWONDER-V C. GERONIMO  
HRMO

Date: 31-Jan-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	Chief Transportation Development Officer	OSEC-DOTrB-CTDO-25-2017	24	90078	Master's degree or Certificate of Leadership and Management from CSC	40 hours of Supervisory/ Management Learning and Development Intervention	4 years of Supervisory/ Management experience	CS Professional/Second Level Eligibility	N/A	Planning Service, Project Design and Development Division
2	Chief Transportation Development Officer	OSEC-DOTrB-CTDO-26-2017	24	90078	Master's degree or Certificate of Leadership and Management from CSC	40 hours of Supervisory/ Management Learning and Development Intervention	4 years of Supervisory/ Management experience	CS Professional/Second Level Eligibility	N/A	Planning Service, Road Transportation Planning Division
3	Chief Transportation Development Officer	OSEC-DOTrB-CTDO-23-2017	24	90078	Master's degree or Certificate of Leadership and Management from CSC	40 hours of Supervisory/ Management Learning and Development Intervention	4 years of Supervisory/ Management experience	CS Professional/Second Level Eligibility	N/A	Planning Service, Rail Transportation Planning Division
4	Senior Communications Development Officer	OSEC-DOTrB-SRCDO-38-2017	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/Second Level Eligibility	N/A	Planning Service, International Cooperation Division
5	Communications Development Officer II	OSEC-DOTrB-COMDO2-41-2017	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional / Second Level Eligibility	N/A	Planning Service, Water Transportation Planning Division
6	Communications Development Officer II	OSEC-DOTrB-COMDO2-43-2017	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional / Second Level Eligibility	N/A	Planning Service, Water Transportation Planning Division

7	Communications Development Officer II	OSEC-DOTrB-COMDO2-47-2017	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	MARK ANTHONY M SAGAONIT Human Resources Specialist II Second Level Eligibility	N/A	Planning Service, Project Design and Development Division
8	Communications Development Officer II	OSEC-DOTrB-COMDO2-36-2017	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional / Second Level Eligibility	N/A	Office of the Assistant Secretary for Planning Service
9	Transportation Development Officer II	OSEC-DOTrB-TRNSDO2-50-2017	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional / Second Level Eligibility	N/A	Planning Service, Project Design and Development Division
10	Transportation Development Officer II	OSEC-DOTrB-TRNSDO2-51-2017	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional / Second Level Eligibility	N/A	Planning Service, Road Transportation Planning Division
11	Statistician II	OSEC-DOTrB-STAT2-133-2017	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional / Second Level Eligibility	N/A	Management Information Systems, Service, Information Systems Division
12	Administrative Officer III (Cashier II)	OSEC-DOTrB-ADOF3-127-2017	14	33843	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS Professional / Second Level Eligibility	N/A	Finance Service, Cash Division
13	Administrative Officer III (Cashier II)	OSEC-DOTrB-ADOF3-129-2017	14	33843	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS Professional / Second Level Eligibility	N/A	Finance Service, Cash Division
14	Administrative Officer II (Human Resource Management Officer I)	OSEC-DOTrB-ADOF2-92-2017	11	27000	Bachelor's degree	None required	None required	CS Professional / Second Level Eligibility	N/A	Administrative Service, Human Resource Management Division
15	Administrative Assistant II (Artist Illustrator II)	OSEC-DOTrB-ADAS2-139-2017	8	19744	Completion of two years studies in college or High School graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Illustrator (MC #11, s.1996, Cat II amended by MC 10 s. 2013, Cat II)	N/A	Information Division
16	Administrative Assistant I (Secretary I)	OSEC-DOTrB-ADAS1-101-2017	7	18620	Completion of two years studies in college	None required	None required	CS Sub Professional/ First Level Eligibility	N/A	Finance Service

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17	Administrative Aide VI (Disbursing Officer I)	OSEC-DOTrB-ADA6-87-2017	6	17553	Completion of two years studies in college	None required	None required	CS Sub Professional/First Level Eligibility	N/A	Finance Service, Cash Division
18	Administrative Aide VI (Stenographer II)	OSEC-DOTrB-ADA6-79-2017	6	17553	Completion of two years studies in college	None required	None required	CS Sub Professional/First Level Eligibility	N/A	Corporate Planning and Management Service, Management 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 February 12, 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/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](mailto:recruitment@dotr.gov.ph)

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