CS Form No. 9
Revised 2018

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

Republic of the Philippines
LIGHT RAIL TRANSIT AUTHORITY
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 LIGHT RAIL TRANSIT AUTHORITY in the CSC website:

[redacted]
LEO A. MANGAMPO
OIC, Administrative Department

Date: October 5, 2026

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	Minutes Officer B	4	11	33387	Bachelor's degree	None require	None required	Career Service (Professional) / Second Level Eligibility	Effective Meeting Skills; *Develop Quality Standards and Procedures*; Implement Policies; *Professional Knowledge of Laws, policies, etc.*; Implement Quality Standards and Procedures; *Knowledge of Preparing Board Resolution*	Office of the Corporate Board Secretary, Line 2 Depot, Marcos Highway, Santolan, Pasig City

Note: *"LRTA adheres to a **non-discrimination policy** and encourages applications from **all qualified individuals,** regardless of gender identity, sexual orientation, disabilities, religion, or indigenous group membership, in accordance with the **Equal Employment Opportunities Principle (EEOP)**.*

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send thru email not later than **October 15, 2026**.

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 Service Record (if applicable);
4. Photocopy of certificate of eligibility/rating/license;
5. Photocopy of Transcript of Records; and
6. Photocopy of Ombudsman Clearance

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

ESTHER A. SONEJA
HRM Officer V, Human Resource Management Division
LRTA Line 2 Depot, Marcos Highway, Santolan, Pasig City
recruitment@lrta.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.