



Republic of the Philippines  
DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS  
**OFFICE FOR TRANSPORTATION SECURITY**

**PUBLICATION OF VACANT POSITIONS**

POSITION TITLE/SALARY GRADE : Administrative Aide IV/SG-4

ITEM NOS: : OTSB-ADA4-14-2015-ARF; OTSB-ADA4-32-2015-ARF  
OTSB-ADA4-19-2015-ARF; OTSB-ADA4-6-2015-ARF;  
OTSB-ADA4-21-2015-ARF; OTSB-ADA4-18-2015-ARF;  
OTSB-ADA4-31-2015-ARF; OTSB-ADA4-15-2015-ARF;  
OTSB-ADA4-23-2015-ARF; OTSB-ADA4-11-2015-ARF;  
OTSB-ADA4-10-2015-ARF; OTSB-ADA4-29-2015-ARF;  
OTSB-ADA4-12-2015-ARF; OTSB-ADA4-25-2015-ARF;  
OTSB-ADA4-8-2015-ARF

NO. OF VACANCIES : 15

SALARY : Php 12,155.00

STATUS : Permanent

PLACE OF ASSIGNMENT : Head Office, OTS

**QUALIFICATION STANDARDS**

EDUCATION : Completion of two years in college

EXPERIENCE : None Required

TRAINING : None Required

ELIGIBILITY : Career Service (Sub Professional)/  
First Level Eligibility

**DOCUMENTARY REQUIREMENTS:**

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture.
2. Performance Ratings in the last two (2) semesters preceding this publication if applicable.
3. Photocopy of Civil Service Certificate of Eligibility or Certificate of Board Rating and
4. Photocopy of Transcript of Records

Interested and qualified applicants should signify interest in writing. Attached the required documents to the application letter and send to the address below not later than February 23, 2017.

To:

HUMAN RESOURCE SECTION, ADMINISTRATIVE DIVISION  
Administrative and Finance Service  
Office for Transportation Security  
Andrews Ave., corner Aurora Blvd., Pasay City  
Call Tel. No. 851-04-69  
Or E-mail us at [hr@ots.gov.ph](mailto:hr@ots.gov.ph)