



Republic of the Philippines  
Department of Transportation  
**OFFICE FOR TRANSPORTATION SECURITY**

**PUBLICATION OF VACANT POSITION**

POSITION TITLE/SALARY GRADE : Chief Administrative Officer (SG-24)  
( Budget Officer V)

ITEM NO. : CADOF-44-2015.

NO. OF VACANCY : 1

SALARY : Php 64,416.00

STATUS : Permanent

PLACE OF ASSIGNMENT : Head Office – AFS, Budget Division

QUALIFICATION STANDARDS

EDUCATION : Masters degree

EXPERIENCE : Five (5) years of supervisory experience

TRAINING : (120) hours of managerial training

ELIGIBILITY : Career Service (Professional) Second 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 17, 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)