



Republic of the Philippines
Department of Transportation
OFFICE FOR TRANSPORTATION SECURITY

PUBLICATION OF VACANT POSITION

POSITION TITLE/SALARY GRADE : Supervising Administrative Officer (SG-22)
(HRMO IV)

ITEM NO. : SADOF-44-2015.

NO. OF VACANCY : 1

SALARY : Php 52,783.00

STATUS : Permanent

PLACE OF ASSIGNMENT : Head Office – AFS, HRD Section

QUALIFICATION STANDARDS

EDUCATION : Bachelor's degree relevant to the job

EXPERIENCE : Three (3) years of relevant experience

TRAINING : Sixteen (16) hours of relevant 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