



Republic of the Philippines
Department of Transportation
OFFICE FOR TRANSPORTATION SECURITY

PUBLICATION OF VACANT POSITION

POSITION TITLE/SALARY GRADE : Administrative Assistant II (SG-08)
(Administrative Assistant)

ITEM NO. : ADAS2-4-2015.

NO. OF VACANCY : 1

SALARY : Php 15,818.00

STATUS : Permanent

PLACE OF ASSIGNMENT : Office of the Director, TSRMS

QUALIFICATION STANDARDS

EDUCATION : Completion of two (2) years studies in College

EXPERIENCE : One (1) year of relevant experience

TRAINING : Four (4) hours of relevant training

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 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