



Republic of the Philippines
Department of Transportation
OFFICE FOR TRANSPORTATION SECURITY

PUBLICATION OF VACANT POSITION

POSITION TITLE/SALARY GRADE : Administrative Assistant II (SG-8)
(Administrative Assistant)

ITEM NO. : OTS-DOTrB-ADAS2-16-2017

NO. OF VACANCIES : 1

SALARY : Php 15,818.00

STATUS : Permanent

PLACE OF ASSIGNMENT : TSOCS

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 (1st 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 **September 30, 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