



Republic of the Philippines
Department of Transportation
OFFICE FOR TRANSPORTATION SECURITY

PUBLICATION OF VACANT POSITION

POSITION TITLE/SALARY GRADE : Administrative Officer II (SG-11)
(Administrative Officer I)

ITEM NO. : OTS-DOTrB-ADOF2-37-2017

NO. OF VACANCIES : 1

SALARY : Php 19,620.00

STATUS : Permanent

PLACE OF ASSIGNMENT : Administrative and Finance Service, Administrative Division

QUALIFICATION STANDARDS

EDUCATION : Bachelor's degree relevant to the job

EXPERIENCE : None Required

TRAINING : None Required

ELIGIBILITY : Career Service Professional (2nd 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