



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

**PUBLICATION OF VACANT POSITION**

POSITION TITLE/SALARY GRADE : Senior Administrative Assistant III (SG-15)  
( Private Secretary II )

ITEM NO. : OTS-DOTrB-SADAS3-5-2017

NO. OF VACANCY : 1

SALARY : Php 27,565.00

STATUS : Coterminous

PLACE OF ASSIGNMENT : Office of the Administrator

QUALIFICATION STANDARDS

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

EXPERIENCE : Three (3) years of relevant experience

TRAINING : Sixteen (16) 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 **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](mailto:hr@ots.gov.ph)