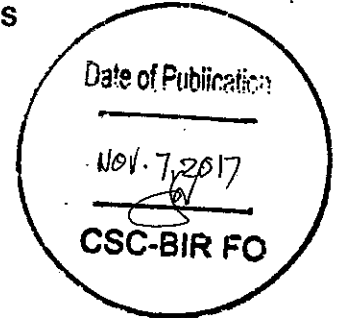


Republic of the Philippines
Department of Science and Technology
PHILIPPINE SCIENCE HIGH SCHOOL – MAIN CAMPUS
Agham Road, Diliman, Quezon City

NOTICE OF VACANCY:

November 6, 2017

POSITION : **ADMINISTRATIVE ASSISTANT II**
PLACE OF ASSIGNMENT : **CASHIER**
SALARY GRADE : **SG - 8**
PLANTILLA ITEM NO. : **PSHSB-ADAS2-9-2004**



QUALIFICATION STANDARDS:

- **Education:** Preferably Bachelor's Degree
-
- **Experience:** 1 year of Relevant Experience
- **Training:** 4 hours of Relevant Training
- **Civil Service Eligibility:** Career Service (Sub-Professional) / First Level Eligibility

Submit the Following:

- **Letter of intent (signed)**
- **Personal Data Sheet (CSC Form 212, Revised 2017); Resume with picture**
- **Photocopies of Training & Employment certificates ;**
- **IPCR Ratings & Service Records of applicants from other government agencies.**
- **Certified true copy of transcript of records/diploma; and**
- **Certified true copy of Eligibility by CSC or PRC**

to:

HUMAN RESOURCES MANAGEMENT OFFICE
Philippine Science High School-Main Campus
Agham Road, Diliman, Q.C.,
Tel. No. (02) 929-2271

****Incomplete Requirements will not be processed**

****Deadline : 10 days after publication date**