

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 I
PLACE OF ASSIGNMENT	:	DIVISION OF STUDENT AFFAIRS
SALARY GRADE	:	SG – 7
PLANTILLA ITEM NO.	:	PSHSB-ADAS1-8-2004

QUALIFICATION STANDARDS:

- **Education:** Preferably Bachelor's Degree
- **Experience:** None Required
- **Training:** None Required
- **Civil Service Eligibility:** Career Sub-Professional (1st Level Eligibility)

Submit the Following:

- Letter of intent (signed)
- Personal Data Sheet with Work Experience (CSC Form 212, Revised 2017); Resume
- 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**