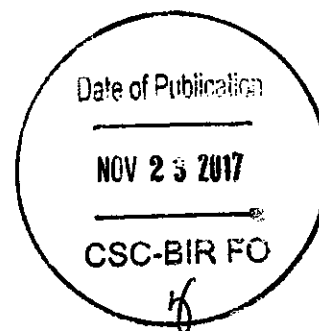


Republic of the Philippines  
Department of Science and Technology  
**PHILIPPINE SCIENCE HIGH SCHOOL – MAIN CAMPUS**  
Agham Road, Diliman, Quezon City



**NOTICE OF VACANCY:**

NOVEMBER 22, 2017

<b>POSITION</b>	:	<b>ADMINISTRATIVE AIDE I</b>
<b>SALARY GRADE</b>	:	<b>SG – 1</b>
<b>PLANTILLA ITEM NO.</b>	:	<b>PSHSB-ADA1-17-2004</b>

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**QUALIFICATION STANDARDS:**

- **Education:** Must be able to read and write
- **Experience:** None Required
- **Training:** None Required
- **Civil Service Eligibility:** None Required

**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**