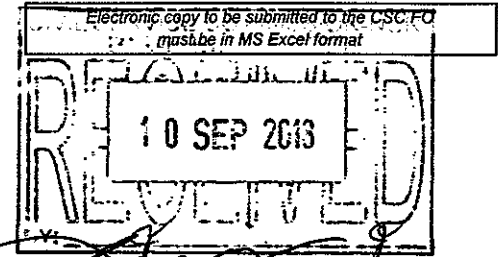


Republic of the Philippines
Philippine Science High School Main Campus
Request for Publication of Vacant Positions



To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Philippine Science High School Main Campus in the CSC website:

LAWRENCE V. MADRIAGA, Ph. D.
Campus Director

Date: September 5, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide VI	PSHSB-ADA6-13-2004	6	14,340.	Preferably Bachelor's Degree	None Required	None Required	Civil Service Sub-Professional		Administrative Office
2	Administrative Assistant II (extension of deadline up to September 20, 2018)	PSHSB-ADAS2-9-2004	8	16,282	Preferably Bachelor's Degree (Preferably with Units in Accounting)	4 hours training	1 year	Civil Service Sub-Professional		Finance & Administrative Division (FAD) Office

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than September 20, 2018.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

LAWRENCE V. MADRIAGA, Ph. D.
Campus Director
Agham Road Diliman Quezon City
hr.mc@pshs.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.