



Republic of the Philippines
Department of Science and Technology
PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM
MAIN CAMPUS
Agham Road, Diliman, Quezon City
Telefax: (632) 929-2271

FOR HIRING

JOB ORDER POSITIONS

ADMINISTRATIVE AIDE (Accounting Unit)

Job Requirements:

- Bachelor's Degree in Accounting or any 4-year course with Accounting Units;
- Proficient in the use of MS Application;
- Good communication and interpersonal skills;
- Good organizational and time management skills;

ADMINISTRATIVE AIDE (Guidance Unit)

Job Requirements:

- Bachelor's Degree required;
- Proficient in the use of MS Office and Publication Materials applications;
- Good communication and interpersonal skills;
- Good organizational and time management skills;
- Possesses accuracy and attention to detail;
- Has good ability to stay calm and tactful under pressure; and
- Possesses strong ability in adhering to ethical standards of the Unit especially in maintaining confidentiality of information.

ADMINISTRATIVE AIDE (Curriculum and Instruction Division)

Job Requirements:

- Bachelor's Degree required;
- Proficient in the use of MS Application;
- Detail oriented and comfortable working in a fast-paced office environment;
- Possesses accuracy and attention to detail;
- Has good ability to stay calm and tactful under pressure; and
- Possesses strong ability in adhering to ethical standards of the Unit especially in maintaining confidentiality of information.

IT Analyst on Hardware (MIS Unit)

Job Requirements:

- Proven experience as IT Technician or relevant position;
- Excellent diagnostic and problem-solving skills;
- Excellent communication ability;
- Outstanding organizational and time-management skills;
- In depth understanding of diverse computer systems and networks.

ADMINISTRATIVE AIDE (Registrar Unit)

Job Requirements:

- Bachelor's Degree required;
- Proficient in the use of MS Office;
- Good organizational and time management skills;
- Possesses accuracy and attention to detail;

NURSE (Medical and Dental Unit)

Job Requirements:

- Bachelor's Degree Preferably Nurse graduate;
- Nursing Skills
- Physiological Knowledge
- Administering Medication
- Multi-tasking

ADMINISTRATIVE AIDE (Maintenance Unit)

Job Requirements:

- Bachelor's Degree required;
- Proficient in the use of MS Application;
- Possesses accuracy and attention to detail;
- Possesses strong ability in adhering to ethical standards of the Unit

ELECTRICIAN/AUDIO TECHNICIAN (Maintenance Unit)

Job Requirements:

- Completion of Vocational or High School graduate with training program in sound technology/experienced Electrician to undertake a variety of tasks relating to setting up and maintaining electrical infrastructure;
- Knowledgeable in managing audio equipment

AIRCON TECHNICIAN (Maintenance Unit)

Job Requirements:

- Vocational or High School graduate with completed formal training program;
- With experience air conditioning technician

FINISHING CARPENTER (Maintenance Unit)

Job Requirements:

- Vocational or High School graduate with completed carpentry training
- With experience as finishing carpenter

Submit the following:

- Application letter
- Resume with picture
- Transcript of Records/Diploma

***Philippine Science High School- Main Campus
Agham Road, Diliman, Quezon City
929-2271 or email to hr.mc@pshs.edu.ph***

******Deadline of application February 6, 2019.***