



Republic of the Philippines
PHILIPPINE SCIENCE HIGH SCHOOL MAIN CAMPUS
Office of the Campus Director
Agham Road, Diliman
1104 Quezon City



FOR HIRING

Administrative Aide - JOB ORDER

(2) for Registrar's Office
(1) for Accounting Unit

JOB DESCRIPTION

(for Registrar's Office)

- Candidate must possess at least a Bachelor's/College degree
- Required skill(s): MS Office, communication skills
- No work experience required
- Contract position(s) available
- Knowledgeable in filing, coding, checking

(for Accounting Office)

- Candidate must possess at least a Bachelor's/College degree in Accounting or any business course but with accounting units
- Required skill(s): MS Office, organizational skills
- No work experience required
- Contract position(s) available
- Knowledgeable in Information Technology; Accounting

Submit the following to the HRM Office

- Copy of Resume
- NBI Clearance
- Copy of TOR, Diploma
- Copy of Certificate of previous employment (if any)
- Copy of Certificate of Seminars/Trainings attended (if any)

Deadline of Submission is **October 7, 2019**

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