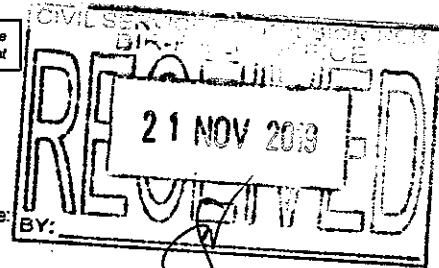


Republic of the Philippines
PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM
Request for Publication of Vacant Positions

Electronic copy to be submitted to the
CSC FO must be in MS Excel format



To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM in the CSC website:

ELIZABETH J. ALAMER
Supervising Administrative Officer

Date: November 20, 2019

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant I	PSHSB- ADAS1-8-2004	7	15, 738.	Preferably Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Professional 1st Level		Division of Student Affairs
2	Dormitory Manager I	PSHSB- DORMG1-41-2017	9	17, 975.	Bachelor's Degree	None Required	None Required	CS Professional 2nd Level		Residence Hall Unit, Student Services Division
3	Science Research Analyst	PSHSB- SRAN-34-2017	11	20, 754.	Bachelor's Degree Relevant to the Job	None Required	None Required	CS Professional 2nd Level		Curriculum & Instruction Division
4	Guidance Service Associate	PSHSB- GSA1-8-2010	12	22, 938.	Master's in Guidance & Counseling	None Required	None Required	RA 1080 (Licensed Guidance Counselor)		Student Services Division

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 December 6, 2019.

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 last rating period (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.
Director III
Agham Road Diliman Quezon City
hr.mc@pshs.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

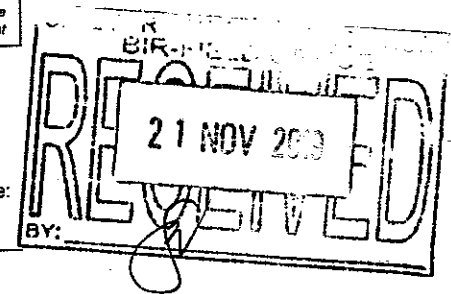
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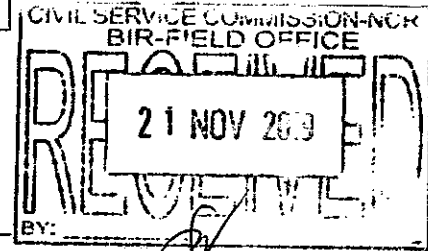
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