

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

CIVIL SERVICE COMMISSION  
BIR  
**RECEIVED**  
23 SEP 2022  
BY: *[Signature]*

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:

*[Signature]*  
**ELIZABETH J. ALAMER**  
Supervising Administrative Officer

Date: September 22, 2022

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 II	PSHSB-ADAS2-48-2017	8	18,998	Graduate of a Bachelor's degree	Four (4) hours of relevant training	One (1) year of relevant experience	With Career Service (Sub-Professional / First Level Eligibility)		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 October 5, 2022.

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](http://www.csc.gov.ph);
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of trainings attended, service record/COE, 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:

*[Signature]*  
**LAWRENCE V. MADRIAGA, Ph. D.**  
Director III  
Agham Road Diliman Quezon City  
[hr.mc@pshs.edu.ph](mailto:hr.mc@pshs.edu.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.