

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



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.

BY: Elizabeth J. Alamer
Supervising Administrative Officer
Date: February 23, 2023

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 Officer III	PSHSB-ADOF3-32-2017	14	33,843	Bachelor's Degree Relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional (2nd Level Eligibility)		Gen. Services Maintenance Unit (GSM) - FAD
2	Administrative Assistant III	PSHSB-ADAS3-4-2017	9	21,211	Preferably Bachelor's Degree relevant to the job	1 year relevant to the job	4 hours relevant training	Career Service Sub-Professional (1st Level Eligibility)		Human Resource Unit- FAD

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 March 6, 2023.

- 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 trainings attended, 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.