

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:

  
**ELIZABETH J. ALAMER**  
Supervising Administrative Officer

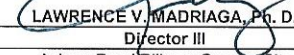
Date: February 8, 2024

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 II	PSHSB-ADOF2-14-2004	11	27,000	Bachelor's Degree Relevant to the Job	None Required	None Required	CS Professional Eligibility (2nd Level)		Accounting Unit-Finance & Administrative 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 February 18, 2024.

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 employment/service record, 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](mailto:hr.mc@pshs.edu.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

