

Place of Assignment :	Accounting Office, PSHS - CVisC
Position Title :	Administrative Assistant II (Bookkeeper/ Accounting Clerk)
Plantilla Item No. :	PSHSB-ADAS2-57-2017
Salary/Job/Pay Grade :	8
Annual Salary :	Php 189,816.00
Eligibility :	Career Service (Sub-Professional) First Level Eligibility
Education :	Bachelor's Degree or courses relevant to the job
Training :	With four (4) hours relevant training
Work Experience :	With one (1) year relevant experience in accounting and bookkeeping
Competency :	N/A
Instruction/Remarks :	<p>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 <u>January 31, 2018</u>.</p> <p>Documents:</p> <ol style="list-style-type: none">1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture with name and signature (CS Form No. 212, Series of 2017) which can be downloaded at www.csc.gov.ph;2. Performance rating in the present position for one (1) year;3. Photocopy of the certificate of eligibility/rating/license; and4. Photocopy of Transcript of Records. <p>QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:</p> <p><u>DR. RACHEL LUZ V. RICA</u> <u>Director III</u> <u>Philippine Science High School - Central Visayas Campus</u> <u>rvrica@cvisc.pshs.edu.ph</u></p> <p>APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.</p>
Posting Date :	January 19, 2018
Closing Date :	January 29, 2018