



Republic of the Philippines  
Department of Science and Technology  
**PHILIPPINE SCIENCE HIGH SCHOOL - CENTRAL VISAYAS CAMPUS**  
Talaytay, Argao, Cebu; Tel. No. (032) 516 1543; E-mail: [cvisc1@yahoo.com](mailto:cvisc1@yahoo.com)

**OFFICE OF THE CAMPUS DIRECTOR**

**NOTICE OF VACANT POSITION**

Position/Division	Salary Grade/Annual Salary	Item No.	Education	Qualification Standards		
				Work Experience	Training	Eligibility
<b>Science Research Assistant (Chemistry)</b> Curriculum and Instruction Division	SG 9/Php 203,832.00  PERA: Php 2,000/month	PSHSB-SRAS-19- 2009	Bachelor's Degree	With one (1) year relevant experience to Science Laboratory assistance	At least eight (8) hours relevant training	Career Service (Professional) Second Level Eligibility
Brief Description of the General Function of the Position	Provides technical support and assistance to Biology and Chemistry Laboratory; knows how to operate scientific equipment; prepares reagents and specimens; computer literate and does other related tasks					
<b>Science Research Assistant (Physics/Robotics)</b> Curriculum and Instruction Division	SG 9/Php 203,832.00  PERA: Php 2,000/month	PSHSB-SRAS-40- 2012	Bachelor's Degree	With one (1) year relevant experience to Science and Engineering Laboratory assistance	At least eight (8) hours relevant training	Career Service (Professional) Second Level Eligibility
Brief Description of the General Function of the Position	Provides technical support and assistance to Physics, Robotics, Engineering and Fabrication Laboratory; knows how to operate scientific and engineering equipment; computer literate and does other related task					
<b>Administrative Aide VI (CID Clerk)</b> CID Office	SG 6/Php 166,212.00  PERA: Php 2,000/month	PSHSB-ADA6-6- 2006	Bachelor's degree	With one (1) year clerical work experience	None	Career Service (Professional) Second Level Eligibility
Brief Description of the General Function of the Position	Prepares and facilitate office communication; Acts as secretary; does liaising and messengerial services and computer literate; performs other related tasks					
<b>Administrative Aide III (Driver/Canvasser)</b> FAD	SG 6/Php 136,644.00  PERA: Php 2,000/month	PSHSB-ADA3-1- 2007	College level	With one (1) year driving and canvassing work experience	none	Professional Driver's License
Brief Description of the General Function of the Position	Knows how to drive four wheel vehicles; can trouble shoot defective engine; performs messengerial, canvassing tasks; renders assistance while in office; performs other relatd tasks					

This office highly encourages all interested and **QUALIFIED** applicants including persons with disability (PWD), members of indigenous communities, and those from any sexual orientation and gender

LEONILA N. YANGOREN



identities (SOGI) to apply. Signify interest in writing and attach to the letter of intention the following documents:


1. Fully accomplished Personal Data Sheet with recent passport-sized picture (CS Form 212 Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance ratings in the last two (2) semesters preceding this publication (if government employee);
3. Proof of relevant experience and trainings;
4. Photocopy of Civil Service Certificate of Eligibility;
5. Photocopy of Transcript of Records and/or Diploma;
6. Copy of Service Records (if government employee)

Hand in or send requirements through a courier to *Ms. Norma B. Abegonia, Designated HRMO, PSHS Central Visayas Campus, Brgy. Talaytay, Argao, Cebu, not later than October 12, 2017.* Only applicants with **COMPLETE REQUIREMENTS** and who **MEET THE MINIMUM QUALIFICATION STANDARDS** will undergo competency exam and interview.

**Address** application letter to:

**DIRECTOR LILIA T. HABACON**  
Executive Director  
PSHS System  
c/o Philippine Science High School – Central Visayas Campus  
Talaytay, Argao, Cebu

  
**LILIA T. HABACON**  
Executive Director

  
**LEONILA N. OYANGOREN**  
Administrative Officer V