



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: [cvishc1@yahoo.com](mailto:cvishc1@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>Administrative Officer V</b> (Procurement/ Property Officer) Finance and Administrative Division (FAD)	SG 18/Php 428,316.00  PERA: Php 2,000/month	PSHSB-ADOF5-9-2017	Bachelor's Degree	Preferably an Engineer, knowledgeable in RA 9184 (preparation of contracts on goods, infrastructure and consulting services), formulation of Terms of Reference (TOR), with at least two (2) years of related experience	At least eight (8) hours relevant training	Career Service (Professional) Second Level Eligibility or RA 1080
Brief Description of the General Function of the Position	Responsible for planning, implementation, monitoring and evaluation of procurement; knows how to make procurement policies and guidelines in goods, infrastructure and consulting services and ensure effective implementation of all government procurement; executes and documents procurement activities; performs other tasks as may be assigned					
<b>Administrative Assistant II</b> (Bookkeeper/ Accounting Clerk) Accounting Office	SG 8/Php 189,816.00  PERA: Php 2,000/month	PSHSB-ADAS2-57-2017	Bachelor's Degree in accounting, finance or courses relevant to the job	With one (1) year relevant experience in accounting and bookkeeping	With four (4) hours relevant training	Career Service (Sub-Professional) First Level Eligibility
Brief Description of the General Function of the Position	Provides accounting/bookkeeping and clerical assistance to the Accounting Office; computer literate and performs other related work					

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 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)

  
**LEONILA N. SYANGOREN**  
 Administrative Officer

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**

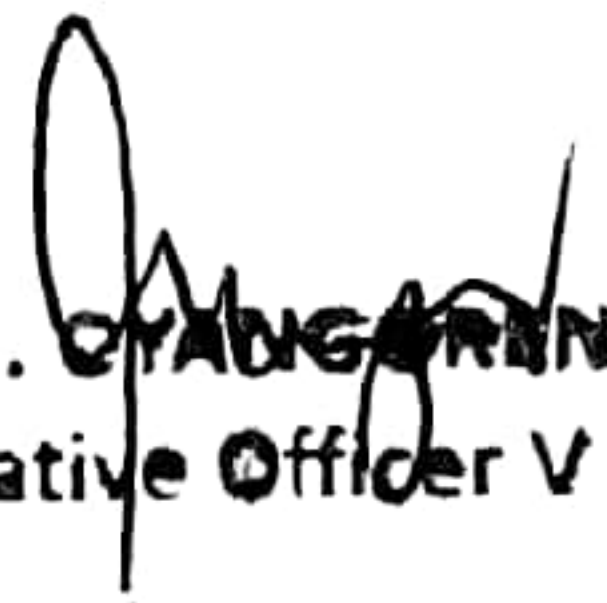
Executive Director

PSHS System

c/o Philippine Science High School – Central Visayas Campus

Talaytay, Argao, Cebu

  
**LILIA T. HABACON**  
Executive Director

  
**LEONILA N. CYANGARIN**  
Administrative Officer V