



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

OFFICE OF THE CAMPUS DIRECTOR

NOTICE OF VACANT POSITION

Civil Service Commission
CEBU SOUTHWEST OFFICE
RECEIVED
MYRA C. FORTUNA
Date: OCT 19 2017 Time: 11:37

Position/Division	Salary Grade/Annual Salary	Item No.	Education	Qualification Standards		
				Work Experience	Training	Eligibility
Administrative Officer V (HRMO) Finance and Administrative Division (FAD)	SG 18/Php 428,316.00 PERA: Php 2,000/month	PSHSB-ADOF5-3-2006	Bachelor's Degree	At least five years of relevant experience in an academic institution*	At least eight (8) hours relevant training	Career Service (Professional) Second Level Eligibility
Brief Description of the General Function of the Position	Proposes, plans, implements HRD programs, projects and activities in different HR functions such as Recruitment and Selection; Strategic Performance Management System; Leave, Service Credit and Payroll Administration; Employee Development, Welfare and Benefits Programs; and Human Resource Information System; Assists the Finance Division in the preparation of physical and financial reports on Personnel Services; and performs other related functions. *Preferably, has skills and expertise in preparation of Personnel Services Agency budget; has experience and competency in creating GAD Plans and Programs appropriate for the needs of personnel and students.					
Administrative Aide I (Clerk/Canvasser/Utility) Finance and Administrative Division (FAD)	SG 1/Php 119,772.00 PERA: Php 2,000/month	PSHSB-ADA1-15-2006	High School Graduate	None	None	None
Brief Description of the General Function of the Position	Under general supervision, does clerical/messengerial/liasoning services; knows canvassing task and utility services; computer literate and does 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:

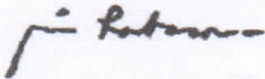
1. Fully accomplished Personal Data Sheet with recent passport-sized picture (CS Form 212 Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance ratings in the last two (2) semesters preceding this publication (if government employee);
3. Proof of relevant experience and trainings;
4.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

[Handwritten signature]

Hand in or send requirements through a courier to Ms. Leonila N. Oyangoren, Administrative Officer V, PSHS Central Visayas Campus, Brgy. Talaytay, Argao, Cebu, **not later than October 28, 2017**. Only applicants with **COMPLETE REQUIREMENTS** and who **MEET THE MINIMUM QUALIFICATION STANDARDS** will undergo competency exam and interview.

Address application letter to:

LEONILA OYANGOREN
Officer-In-Charge
Philippine Science High School – Central Visayas Campus
Talaytay, Argao, Cebu



LILIA T. HABACON
Executive Director

