



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)

Service Commission  
CEBU SOUTH FIELD OFFICE  
RECEIVED

**OFFICE OF THE CAMPUS DIRECTOR**  
**NOTICE OF VACANT POSITION**

MYRA C. FORTUNA  
Date: NOV 24 2017 Time: 8:04

Position/Division	Salary Grade/Annual Salary	Item No.	Education	Qualification Standards		
				Work Experience	Training	Eligibility
Science Research Assistant (Physics/Robotics) 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 <b>Physics and Robotics Laboratory</b> ; knows how to operate scientific and engineering equipment; computer literate and does other related task					
Administrative Assistant II (Bookkeeper/Accounting Clerk) Accounting Office	SG 8/Php 189,816.00  PERA: Php 2,000/month	PSHSB-ADAS2-57-2017	Bachelor's Degree 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 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](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, Administrative Officer V (HRMO), PSHS Central Visayas Campus, Brgy. Talaytay, Argao, Cebu, **not later than December 4, 2017**. Only applicants with **COMPLETE REQUIREMENTS** and who **MEET THE MINIMUM QUALIFICATION STANDARDS** will undergo competency exam and interview.

Address application letter to:

**DR. RACHEL LUZ V. RICA**  
Campus Director  
Philippine Science High School – Central Visayas Campus  
Talaytay, Argao, Cebu

  
**DR. RACHEL LUZ V. RICA**  
Campus Director