

Republic of the Philippines  
**PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM**  
Request for Publication of Vacant Positions

RECEIVED

DATE: \_\_\_\_\_  
TIME: \_\_\_\_\_  
Electronic copy to be submitted to the CSC FO  
must be in MS Excel format

FEB 04 2019  
9:45 am  
Date of publication and posting  
shall be reckoned from the date  
of actual publication in the CSC  
Job portal.

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the PHILIPPINE SCIENCE HIGH SCHOOL SYS

*[Signature]*  
NORMA B. ABEGONIA  
HRMO

Date: February 4, 2019

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer III (Supply Officer)	PSHSB- ADOF3-4- 2007	321672 /14	<b>26806</b>	Bachelor's Degree	8 hours of relevant training	1 year relevant experience	Career Service Professional (Second Level Eligibility)	N/A	Finance and Administrative Division, PSHS CVisC

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 February 28, 2019.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

NORMA B. ABEGONIA

HRMO

PSHS CVisC, Talaytay, Argao

[ocd@cvisc.pshs.edu.ph](mailto:ocd@cvisc.pshs.edu.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.