

BULLETIN OF VACANT POSITIONS IN THE GOVERNMENT

REGION 5 – Province of Camarines Sur

Date : June 15, 2017

PHILIPPINE SCIENCE HIGH SCHOOL-BICOL REGION CAMPUS
is in need of the following vacant positions:

- 1. ONE (1) SUPERVISING ADMINISTRATIVE OFFICER / Salary Grade 22**

QUALIFICATION REQUIREMENTS

Bachelor's Degree relevant to the job
With 3 years of relevant experience
Computer literate

- 2. ONE (1) ADMINISTRATIVE OFFICER V (PROPERTY OFFICER) / Salary Grade 18**

QUALIFICATION REQUIREMENTS

Bachelor's Degree
With 2 years of relevant experience
Computer literate

- 3. ONE (1) ADMINISTRATIVE OFFICER IV (RECORDS OFFICER) / Salary Grade 15**

QUALIFICATION REQUIREMENTS

Bachelor's Degree
With 1 year of relevant experience
Computer literate

- 4. TWO (2) SCIENCE RESEARCH SPECIALIST I / Salary Grade 13**

QUALIFICATION REQUIREMENTS

Bachelor's Degree relevant to the job
With knowledge in proper handling / operation of laboratory equipment; managing laboratory services; can assist in the conduct of methodologies of student researches

5. **ONE (1) ADMINISTRATIVE ASSISTANT III** / Salary Grade 9

QUALIFICATION REQUIREMENTS

Completion of two (2) years studies in college
With 1 year of relevant experience
Computer literate and with good oral and written communication skills

6. **ONE (1) ADMINISTRATIVE ASSISTANT II** / Salary Grade 8

QUALIFICATION REQUIREMENTS

Completion of two (2) years studies in college
With 1 year of relevant experience
Computer literate with knowledge in accounting and bookkeeping

7. **ONE (1) ADMINISTRATIVE AIDE IV** / Salary Grade 4

QUALIFICATION REQUIREMENTS

Elementary graduate
With driving skills, electrical, messengerial and clerical skills

Applicants must meet or may exceed the minimum requirements of the vacant position.

Qualified applicants should signify interest in writing and attach the following documents to the application letter and hand in or send through a courier to the address below :

Documents :

- 1) Application letter
- 2) Comprehensive resume
- 3) Copy of official Transcript of Records
- 4) Authenticated Certificate of Eligibility or Board Results
- 5) Certificates of training and previous employment

Send to :

MS. ELSIE G. FERRER
Campus Director
Philippine Science High School – Bicol Region Campus
Tagongtong, Goa, Camarines Sur
Email address : egferrer@pshs.edu.ph