



Republic of the Philippines  
Department of Science and Technology  
**PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM**  
Agham Road, Diliman, Quezon City

## **NOTICE OF JOB VACANCY**

Position Title: **Director III** - (Campus Director)

Salary Grade: **27**

Item No.: PSHSB-DIR3-8-2001

Place of Assignment: **PSHS – Bicol Region Campus (BRC)**, Tagongtong, Goa, Camarines Sur

### Minimum Qualifications:

- At least Master's Degree preferably in Sciences, Mathematics, Engineering, Science Education or other fields
- Five (5) years of supervisory experience in institutions / organizations offering education / academic programs
- 120 hours of managerial training
- Career Service Professional / 2nd Level Eligibility
- Filipino citizen, with good moral character, have never been found guilty/convicted of any administrative offence and/or crime; preferably 35-50 years old

### Job Functions:

- The Campus Director shall be the administrative and academic head of the campus and shall be responsible for its smooth operation;
- The Campus Director shall oversee the instruction and support services program of the campus;
- Implement system-wide policies related to curriculum, selection, admission and discipline of students, as well as faculty and staff hiring and promotion;
- Responsible for planning and implementing infrastructure development program for the campus;
- Submit to the Executive Director an annual budget proposal as well as its plan and programs of activities;
- Plan and support a human resource development program to continuously upgrade the capabilities of the faculty and management; and
- Perform such other related functions inherent in the office.

Qualified applicants should submit their: (1) Application Letter; (2) Comprehensive Resume (use/fill out the [CSC Form 212, Revised 2017](#) that should be answered properly and completely, e.g., "inclusive dates (mm/dd/year - mm/dd/year)", etc. **DO NOT LEAVE ANY SPACE BLANK, PUT N.A. (not applicable) or NONE**, as appropriate); (3) Copy of Official Transcript of Records; (4) Authenticated Certificate of Eligibility or Board Results; (5) Certificates of training and previous employment and (6) Six-Year Plan for the Campus, **not later than September 28, 2018, 5:00 pm**, personally, via e-mail or through postal service. **Please send your application to the address below.**

### **MS. LILIA T. HABACON (sgd)**

Executive Director

Philippine Science High School System

Agham Road, Diliman, Quezon City

Tel. No.: (+632) 939 7747 / 939 7726

E-mail: [oad@pshs.edu.ph](mailto:oad@pshs.edu.ph)