



JOB VACANCY:

INFORMATION SYSTEMS ANALYST I

Plantilla Item No. : PSHSB-INFOSA1-15-2010
Salary Grade : 12
Monthly Salary : P 24,495.00

Qualification Standards :

Education : Bachelor's degree relevant to the job
Training : None required
Experience : None required
Eligibility : CS (Professional) Second Level Eligibility

JOB FUNCTIONS:

- Administers / manages servers and troubleshoot local area network, wi-fi and internet;
 - Set-up / repairs and maintains hardware and software;
 - Set-up and maintains computer laboratories and CCTVs;
 - Performs other duties that may be assigned from time to time.
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ADMINISTRATIVE AIDE I

Plantilla Item No. : PSHSB-ADA1-28-2004
Salary Grade : 1
Monthly Salary : P 11,551.00

JOB FUNCTIONS:

- Provides service transport to PSHS-BRC personnel, students, and official guests of the school;
 - Cleans and performs preventive and corrective maintenance of school facilities;
 - Provides general support services during school activities;
 - Performs messengerial functions;
 - Performs other duties that may be assigned from time to time.
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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 **October 31, 2020.**

- 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
- 2) Photocopy of certificate of eligibility / rating / license; and
- 3) Photocopy of Transcript of Records

Send to :

ENGR. LORVI B. PAGOROGON

Campus Director

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