



JOB VACANCY:

SUPERVISING ADMINISTRATIVE OFFICER

Plantilla Item No. : PSHSB-SADOF-27-2017
Salary Grade : 22
Monthly Salary : P 66,867.00

Minimum Qualification Standards :

Education : Bachelor's Degree relevant to the job
Training : 16 hours of relevant training
Experience : 3 years of relevant experience
Eligibility : Career Service (Professional) / Second Level Eligibility

JOB FUNCTIONS:

- Plans, directs and coordinates the financial and administrative service functions of the school; coordinates with other divisions on matters related to finances and operational activities;
- Oversees and monitors the general services, janitorial and security services;
- Formulates and recommends human resources plans, policies, procedures and programs;
- Spearheads the conduct of development programs on general services, human resources management, GAD and Senior Citizen;
- Conceptualizes, provides technical inputs on projects/programs, facilities and maintenance plans;
- Coordinates with DBM, CSC, COA, DOST and other government agencies as well as the private sector in the performance of office duties;
- Performs other duties that may be assigned from time to time.

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1. Applicant must be Filipino citizen and must meet or may exceed the minimum requirements of the vacant position.

2. Interested and qualified applicants should submit the following:

- a. Application letter
- b. Fully accomplished **Personal Data Sheet** (use CSC Form No. 212, Revised 2017 which can be downloaded at www.csc.gov.ph) that should be answered properly and completely, e.g. "inclusive dates (mm/dd/yr), etc. **DO NOT LEAVE ANY SPACE BLANK, PUT N.A. (not applicable) or NONE** , as appropriate)
- c. Copy of Certificate of Eligibility / Rating / License; and
- d. Copy of Official Transcript of Records
- e. Copy of Training Certificates
- f. Copy of Certificate of Previous Employment

Application documents may be submitted personally, via e-mail, or courier service to the address below not later than **January 27, 2021**.

ENGR. LORVI B. PAGOROGON

Campus Director

Philippine Science High School – Bicol Region Campus

Tagongtong, Goa, Camarines Sur

Email address : ocd@brc.pshs.edu.ph

PSHS-BRC upholds Equal Employment Opportunity Principle: "that this shall be no discrimination in selection of employees on account of age, school, gender, civil status, disability, religion, ethnicity, social status, income class , paternity and filiation, political affiliation or other similar factors/personal circumstances which run counter to the principles of merit, fitness for the job and equal opportunity."