



JOB VACANCY:

ADMINISTRATIVE OFFICER V (HUMAN RESOURCE MANAGEMENT OFFICER III)

Plantilla Item No. : PSHSB-ADOF5-15-2004
Salary Grade : 18
Monthly Salary : P 43,681.00

Minimum Qualification Standards :

Education : Bachelor's Degree relevant to the job
Training : 8 hours of relevant training
Experience : 2 years of relevant experience
Eligibility : Career Service (Professional) / Second Level Eligibility

JOB FUNCTIONS:

- Implements administrative policies on personnel recruitment, selection and placement, promotion, performance evaluation and employee benefits and welfare in accordance with civil service rules and regulations;
- Facilitates conduct of training and other human resource development programs;
- Acts on matters concerning attendance, leave of absences, appointments, performance management, employee benefits welfare, and other personnel transactions;
- Facilitates program and activities on rewards and recognition;
- Carries out a systematic records classification, storage, maintenance. disposition and authentication of documents;
- Prepares contracts, reports, letter-requests and justifications as required;
- Conducts and attends meetings and official functions of the school;
- 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 9, 2022**.

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."