

# **ANNOUNCEMENT**

Acceptance of application to the position of

## **EXECUTIVE DIRECTOR**

Salary Grade 28

for

## **PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM**

Agham Road, Diliman, Quezon City

### **QUALIFICATIONS:**

1. Filipino citizen, with good moral character; without pending administrative, civil or criminal case; with 2<sup>nd</sup> level Civil Service professional
2. Minimum of MS degree in Science and Technology (PhD preferred but not mandatory)
3. Five (5) years supervisory experience in institutions/organizations offering education/academic programs.
4. 120 hours of managerial trainings.

### **FUNCTIONS:**

RA No. 8496 provides specific roles and functions of the ED, which are as follows:

1. Coordinate curriculum planning activities for the PSHS System;
2. Oversee research projects on the gifted in science and mathematics;
3. Coordinate publication of research outputs of the teachers, administrators and students from the PSHS System;
4. Provide legal and technical support to the members of the System;
5. Coordinate exchange programs with other educational institutions both local and foreign;
6. Develop and coordinate linkages and networking among the campuses of the PSHS System with other institutions;
7. Coordinate the implementation of the program for the identification and selection of scholars for the PSHS System; and,
8. Perform other functions as may be deemed necessary.

### **REQUIREMENTS:**

1. Any individual who possesses the qualifications cited above may apply or be nominated. Nominations will be accepted from any individual or group, such as but not limited to the following:

- a. Professional organizations
  - b. Heads of universities or colleges
  - c. Faculty and staff of the PSHS System
  - d. PSHS Alumni
2. The following documents should be submitted:
- a. Application letter or duly signed nomination letter indicating the name of the nominee and justification for nomination (indicating also the position of the person nominating).
  - b. Nomination letters should be accompanied by letter from the nominee expressing his/her commitment to serve, if chosen for the position.
  - c. Six copies of curriculum vitae, including three (3) references (include one –page summary if curriculum vitae is long)
  - d. A statement of plans for the PSHS, maximum of 2 pages
  - e. Documentation to support data in curriculum vitae (e.g. photocopies of diplomas awards, publications, CESO certificate of conferment, trainings/seminars/workshops attended)
  - f. Clearance certificates from present employer; NBI; and in addition, if currently employed with government agency, clearance certificates from Sandiganbayan, Ombudsman, and Civil Service Commission)

Submit sealed application to: **DR. CAROL M. YORUBE**  
Chairperson, Search Committee  
c/o Office of the Executive Director  
Philippine Science High School System  
Diliman, Quezon City

Deadline of submission of application: **February 27, 2017**

Approved for publication: **DR. CAROL M. YORUBE**   
OIC-Executive Director, PSHS System  
Undersecretary for S&T Services, DOST