

**Republic of the Philippines
PHILIPPINE SCIENCE HIGH SCHOOL - BICOL REGION CAMPUS
Request for Publication of Vacant Positions**

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant position of Philippine Science High School - Bicol Region Campus in the CSC website:

ELSIE G. FERRER
(Head of Agency)

Date:

27-Oct-17

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Accountant II	PSHSB-A2-3-1999	16	360,528.00	Bachelor's degree in Commerce / Accountancy / Business Administration Major in Accounting	4 hours of relevant training	1 year of relevant experience preferably at least 2 years experience in government accounting	RA 1080	Accounting skills	PSHS-BRC, Tagongtong, Goa, Cam. Sur
2	Administrative Assistant III	PSHSB-ADAS3-49- 2017	9	203,832.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience preferably secretarial	CS (Sub- Professional) First Level Eligibility	Computer literate, proficient in written communication	PSHS-BRC, Tagongtong, Goa, Cam. Sur

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 **Nov. 6, 2017**

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. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

ELSIE G. FERRER

Campus Director

Tagongtong, Goa, Camarines Sur

egferrer@pshs.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.