

The Philippine Science High School System (PSHSS), an attached agency of the Department of Science and Technology (DOST), is inviting applicants to the positions of:

Position Title	:	DIRECTOR III / Campus Director
Salary Grade	:	27
Level	:	2
Number of Vacancies	:	Two (2) positions
Item No/s.	:	DIR3-12-2016* and DIR3-13-2016**
Place/s of Assignment	:	<ol style="list-style-type: none">1. *PHILIPPINE SCIENCE HIGH SCHOOL-MIMAROPA Region Campus (PSHS-MRC) located in Brgy. Rizal, Odiongan, Romblon2. **PHILIPPINE SCIENCE HIGH SCHOOL-Zamboanga Peninsula Region Campus (PSHS-ZRC) located in Brgy. Cogon, Dipolog City, Zamboanga del Norte
Qualifications		
Education	:	At least Master's Degree with BS Degree in Science/Math/Technology
Experience	:	Five (5) years of supervisory experience in institutions/organizations offering education/academic programs;
Training	:	120 hours of managerial training
Eligibility	:	Career Service Professional/2nd Level Eligibility
Others	:	Filipino citizen, with good moral character; without pending administrative, civil or criminal case; preferably 35-50 years old

Job Functions:

The Campus Director is the administrative and academic head of the campus and will be responsible for its smooth operation. The Campus Director shall:

1. Oversee the instruction and support services programs of the campus;
2. Implement system-wide policies related to curriculum, selection, admission and discipline of students, as well as faculty and staff hiring and promotion;
3. Responsible for planning and implementing an infrastructure development program for his/her campus;
4. Submit to the Executive Committee an annual budget proposal as well as its plans and programs of activities;
5. Plan & support a human development program to continuously upgrade the capabilities of the faculty & staff; and
6. Perform such other functions inherent in the office.

APPLICATION/NOMINATION REQUIREMENTS

1. Any individual who possesses the qualifications cited above may apply or be nominated.
2. The following documents should be submitted:
 - a. Application letter or duly signed nomination letter indicating the name of the nominee and justifications for nomination (indicating also the position of the person nominating);
 - b. Nomination letters should be accompanied by a letter from the nominee expressing the willingness to serve, if chosen for the position;
 - c. Six (6) copies curriculum vitae which should include the following information:
 1. educational background
 2. work experience
 3. relevant trainings
 4. accomplishments
 5. awards and recognitions
 6. involvement in professional organizations, and
 7. community involvement

- d. Qualified applicants should submit their application letter, comprehensive resume (use/fill out the PSHSS-OED form {CSC Form 212, Revised 2005} available at http://www.pshs.edu.ph/downloads/PDS-2005_BLANK_FORM.xls that should be answered properly and completely, e.g., "inclusive dates (mm/dd/year - mm/dd/year)", etc. **DO NOT LEAVE ANY SPACE BLANK, PUT N.A. (not applicable) or NONE, as appropriate**, copy of Official Transcript of Records, Authenticated Certificate of Eligibility or Board Results, Certificates of Trainings and Previous Employment on or before March 31, 2016.