Department of Science and Technology

Philippine Science High School System

**PHILIPPINE SCIENCE HIGH SCHOOL – BICOL REGION CAMPUS**

Tagongtong, Goa, Camarines Sur 4422

http://www.brc.pshs.edu.ph

***Pursuit of Truth Passion for Excellence Commitment to Service***

**JOB VACANCY**:

**ADMINISTRATIVE AIDE VI**

Plantilla Item No. : PSHSB-ADA6-21-2004

Salary Grade : 6

Monthly Salary : P 15,524.00

Minimum Qualification Standards :

Education : Completion of two-year studies in college

Training : 4 hours of relevant training

Experience : 1 year of relevant experience

Eligibility : Career Service (Sub-Professional) / First Level Eligibility

**JOB FUNCTIONS**:

* Prepares official communications and official documents in the operation of the Campus;
* Maintains records, prepares reports and disseminates correspondences;
* Attends to the needs and concerns at the Office of the Campus Director;
* Performs other duties that may be assigned from time to time.

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Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below.

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. Photocopy of certificate of eligibility / rating / license; and
3. Photocopy of Transcript of Records

Send to :

**ENGR. LORVI B. PAGOROGON**

Campus Director

Philippine Science High School – Bicol Region Campus

Tagongtong, Goa, Camarines Sur

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