



JOB VACANCY:

ADMINISTRATIVE AIDE VI (CLERK III)

Plantilla Item No. : PSHSB-ADA6-21-2004
Salary Grade : 6
Monthly Salary : P 15,524.00

Minimum Qualification Standards :

Education : Completion of two years studies in college
Training : None required
Experience : None required
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 not later than September 28, 2020.

- 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