

Republic of the Philippines
Department of Science and Technology
PHILIPPINE SCIENCE HIGH SCHOOL WESTERN VISAYAS CAMPUS
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant position, which are authorized to be filled, at the Philippine Science High School Western Visayas Campus in the CSC website:

MILKO ANTONIO B. PANES
Human Resource Management Officer

Date: January 4, 2022

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	ADMINISTRATIVE AIDE VI (Accounting Clerk)	PSHSB-ADA6-17-2004	6	16,200	Completion of two years studies in college	None required	None required but preferably with accounting background	Career Service (Sub-Professional)	Basic knowledge in Microsoft Office and Google Applications	PSHSWVC, Brgy. Bitonon, Jaro, Iloilo City

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 **January 14, 2022**.

1. Sworn and completely 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:

SHENA FAITH M. GANELA, Ph.D.
Director III
Brgy. Bitonon, Jaro, Iloilo City
sganela@wvc.pshs.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.