



OFFICE OF THE HUMAN RESOURCE MANAGEMENT

JOB HIRING

29 APRIL 2022

The **Philippine Science High School Western Visayas Campus** is in urgent need of
an

Administrative Aide (HR Clerk)

EMPLOYMENT RELATION : **Job Order**
WORKPLACE : **Human Resource Unit, Philippine Science High School
Western Visayas Campus, Brgy. Bito-on, Jaro, Iloilo City**
SALARY : **P13,572.00/month plus 20% premium**

QUALIFICATIONS:

EDUCATION : Bachelor's degree in Information Technology or any other degrees relevant to the job
EXPERIENCE: NONE REQUIRED but preferably with experience on Data Management
TRAINING : NONE REQUIRED but preferably with training on Data Management
ELIGIBILITY : NONE REQUIRED

REQUIREMENTS:

1. Signed Letter of Application
2. Sworn and fully accomplished Personal Data Sheet (CSC Form 212, s. 2017) with recent passport-sized picture with name and signature downloadable at www.csc.gov.ph
3. Copy of Diploma or Official Transcript of Records
4. Certificates of Training (if there is any)
5. Performance Rating in the last rating period (if there is any)

Qualified applicants must submit the abovementioned requirements not later than **May 6, 2022** and may send through courier or email to:

SHENA FAITH M. GANELA, Ph.D.
Director III
Philippine Science High School Western Visayas Campus
Brgy. Bito-on, Jaro, Iloilo City
sganela@wvc.pshs.edu.ph



Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY
PHILIPPINE SCIENCE HIGH SCHOOL
WESTERN VISAYAS CAMPUS



Certificate No.:
PHP QMS 21 93 0068