

**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:

**SHENA FAITH M. GANELA, Ph.D.**

Director III

Date: January 24, 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	<b>ADMINISTRATIVE ASSISTANT II (Accounting Clerk)</b>	PSHSB-ADAS2-51-2017	8	18,251	Completion of two (2) year studies in college but preferably a graduate in Accounting	Four (4) hours of relevant training preferably in Accounting	One (1) year of relevant experience preferably in Accounting	Career Service (Sub-professional) First Level Eligibility	Computer literate with knowledge on MS Office (Word, Powerpoint, Excel & Google Apps)	PSHSWVC, Brgy. Bito-on, Jaro, Iloilo City
1	<b>SPECIAL SCIENCE TEACHER IV</b>	PSHSB-SPST4-40-2017	22	68,415	Master's Degree in Education or in a specialized field in Science, Mathematics or in any of the related subjects	16 hours relevant training in education or subject area of specialization	4 years teaching experience	None (Exempted Under R.A. 3661)		PSHSWVC, Brgy. Bito-on, 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 **February 9, 2022**.

1. Sworn Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://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 (if applicable); 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. Bito-on, Jaro, Iloilo City

[iloilo@wvc.pshs.edu.ph](mailto:iloilo@wvc.pshs.edu.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS OR UNSWORN PDS SHALL NOT BE ENTERTAINED.**