



NOTICE OF JOB VACANCY

Position Title: **ADMINISTRATIVE OFFICER V
(Human Resource Management Officer)**

Item No.: **PSHSB-ADOF5-14-2004**

No. of Vacancy: **1**

Salary Grade/Step: **18-1**

Compensation Package:

- Monthly Salary
- Allowable benefits under Magna Carta for Scientists, Engineers, Researchers, and other S&T Personnel in the Government (RA 8439)
- Bonuses & Allowances

Place of Assignment: **Finance and Administrative Division, Philippine Science High School - Central Mindanao Campus, Brgy. Nangka, Balo-i, Lanao del Norte**

Minimum Qualifications:

- Education: Bachelor's Degree
- Eligibility: Career Service (Professional) 2nd Level Eligibility
- Experience: Two (2) years of relevant experience
- Training: Eight (8) hours of relevant training
- Filipino citizen, with good moral character, have never been found guilty/convicted of any administrative offence and/or crime

Brief Description of Duties and Responsibilities (Job Summary):

- Attends to matters related to personnel management.

Notes:

1. Applicant must be Filipino citizen and must meet or may exceed the minimum requirements of the vacant position.
2. Interested and qualified applicants should submit the following:
 - a. Application Letter;
 - b. Fully accomplished **Personal Data Sheet** (use/fill out the [CSC Form 212, Revised 2017](#) which can be downloaded at www.csc.gov.ph) that should be answered properly and completely, e.g., "inclusive dates (mm/dd/year - mm/dd/year)", etc. **DO NOT LEAVE ANY SPACE BLANK, PUT N.A. (not applicable) or NONE**, as appropriate);



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY
PHILIPPINE SCIENCE HIGH SCHOOL –CENTRAL MINDANAO CAMPUS



- c. Photocopy of certificate of elibility/rating/license;
- d. Photocopy of Official Transcript of Records;
- e. Photocopy of Certificate of Employment;
- f. Photocopy of Certificate of Trainings;
- g. Performance rating in the last rating period (if applicable); and
- h. Job Description of previous employment.

Application documents may be submitted personally, via e-mail, or courier service to the address below not later than **November 30, 2022 at 5:00 PM.**

FRANKLIN L. SALISID

Director III

Philippine Science High School-Central Mindanao Campus

Nangka, Balo-i, Lanao del Norte

Tel. No.: (063) 221-7463 / 09157467686

E-mail: records@cmc.pshs.edu.ph / recruitment@cmc.pshs.edu.ph

Applications with incomplete documents shall not be entertained.

PSHS-CMC abides with the existing policy of no discrimination based on gender identity, sexual orientation, disabilities, religion, and/or indigenous group membership in the hiring process.