



## NOTICE OF JOB VACANCY

Position Title: **ACCOUNTANT II**

Item No.: **PSHSB-A2-2-1999**

No. of Vacancy: **1 (Substitute)**

Salary Grade/Step: **16-1**

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 in Commerce / Business Administration major in Accounting
- Eligibility: R.A. 1080 (CPA)
- Experience: One (1) year of relevant experience
- Training: Four (4) 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:

- Plans and directs the accounting activities of the campus in accordance with existing government laws, rules and procedures as well as relevant campus policies on the matter.

### 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](http://www.csc.gov.ph)) that should be answered properly and completely, e.g., "inclusive dates (mm/dd/year -



Republic of the Philippines

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



mm/dd/year)", etc. **DO NOT LEAVE ANY SPACE BLANK, PUT N.A. (not applicable) or NONE**, as appropriate);

- 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 **October 13, 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](mailto:records@cmc.pshs.edu.ph) / [recruitment@cmc.pshs.edu.ph](mailto: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.*