



NOTICE OF JOB VACANCY

Position Title: **ADMINISTRATIVE AIDE IV (DRIVER)**

Item No.: **PSHSB-ADA4-15-2017**

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

Salary Grade/Step: **4-1**

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: Elementary Graduate
- Eligibility: None required
- Experience: None required
- Training: None required

Brief Description of Duties and Responsibilities:

- To assist in the general administration and support services of the campus
- Provides driving services and other related works inherent to the position.

Core & Organizational Competency

Core Competencies:

- Exemplifying Integrity (Basic)
- Delivering Service Excellence (Basic)
- Solving Problems and Decision Making (Basic)

Organizational Competencies:

- Championing and Applying Innovations (Basic)
- Planning and Delivering (Basic)
- Demonstrating Personal Effectiveness (Basic)
- Speaking Effectively (Basic)
- Writing Effectively (Basic)
- Managing Information (Basic)



Republic of the Philippines

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



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);
 - 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 **January 16, 2023 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.