



Republic of the Philippines

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



NOTICE OF JOB VACANCY

Position Title: **ADMINISTRATIVE ASSISTANT III (Secretary, Office of the Campus Director)**

Item No.: **PSHSB-ADAS3-48-2017**

Compensation Package:

- Monthly Salary: SG-9
- Magna Carta Benefits
- Bonuses & Allowances

Place of Assignment: **Office of the Campus Director, Philippine Science High School - Central Mindanao Campus, Brgy. Nangka, Balo-i, Lanao del Norte**

Minimum Qualifications:

- Education: Completion of Two (2) year studies in college or High School Graduate with relevant vocational/trade course
- Eligibility: Relevant MC 11 s. 1996; CS Sub-Professional or 1st level eligibility
- 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

Job Functions:

- Encodes communications and other pertinent papers;
- Renders clerical assistance and serves as Secretary to the Campus Director;
- Attends to the needs of the Director;
- Answers telephone calls in the Office of the Campus Director;
- Attends to the visitors of the Campus Director;
- Arranges meetings;
- Does other related work.

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Note:

1. Interested and qualified applicants should submit the following:

- a. Application Letter;



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- 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. Copy of Official Transcript of Records;
- d. Authenticated Certificate of Eligibility or Board Results;
- e. Certificates of training and previous employment

Application documents may be submitted personally, via e-mail, or courier service to the address below not later than **July 15, 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.