

Republic of the Philippines
PHILIPPINE SCIENCE HIGH SCHOOL - EASTERN VISAYAS CAMPUS
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled at the Philippine Science High School - Eastern Visayas Campus
in the CSC website.

Gregorio M. Ravas, Jr.
HRMO
Date: September 7, 2020

| No. | Position Title (Parent/Child Title, if applicable) | Planilla Item No. | Salary/ Job Pay Grade | Monthly Salary | Qualification Standards | | | | | | Place of Assignment |
|-------------------|--|--|--|---|---|---|--|--|--|---|------------------------|
| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | | |
| 1 | SCIENCE RESEARCH SPECIALIST I | SRAS1-68-2017 | 13 | 28,754 | Bachelor's degree relevant to the job | None required | None required | CS Prof. (Second Level Eligibility) | OC: (EI-1); DSE: 1); SPDM: 2); OC (CAI-2); (PD-1); (DPE-2); (SE-1); (WE-1); (MI-2); LC (N/A) | PSHS - EVC, Pawing, Palo Leyte | |
| 2 | ADMINISTRATIVE ASSISTANT III (SECRETARY II (A)) | ADAS3-68-2017 | 9 | 18,784 | Completion of two (2) years studies in college | Four (4) hours of relevant training | One (1) year relevant experience | CS Sub-Prof. (First Level Eligibility) | OC: (EI-1); DSE: 1); SPDM: 1); OC (CAI-1); (PD: N/A); (DPE-1); (SE-1); (WE-1); (MI-1); LC (N/A) | PSHS - EVC, Pawing, Palo, Leyte | |
| Core Competencies | | | | | | | | | | | |
| | | | | | | | | | Competency Level: | Basic - 1; Intermediate - 2; Advance - 3; Superior - 4 | |
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| | Organizational Competencies (OC) | a. Championing and Applying Innovation (CAI) | b. Planning and Delivering (PD) | c. Demonstrating Personal Effectiveness (DPE) | d. Speaking Effectively (SE) | e. Writing Effectively (WE) | f. Managing Information (MI) | | | | |
| | Leadership Competencies (LC) | a. Building Collaborative and Inclusive Working Relationship (BCIWR) | b. Managing Performance and Coaching for Results (MPCR) | c. Leading Change (LD) | d. Thinking Strategically and Creatively (TRSC) | e. Creating and Nurturing a High Performance Organization (CNHPO) | | | | | |

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 SEPTEMBER 18, 2020.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility / rating / license;
4. Photocopy of Transcript of Records (TOR) and;
5. Certificates of Trainings and Seminars attended.

QUALIFIED APPLICANTS are advised to hand in or send through courier / e-mail their application to:

ERICK JOHN H. MARMOLO
Campus Director / Director III
Philippine Science High School - Eastern Visayas Campus, Pawing, Palo, Leyte
Email address: erdex@pshs.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.