

Republic of the Philippines  
**PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM**  
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 SYSTEM in the CSC website:

Date:

March 20, 2024

  
LEGASPI M. RAVAS, JR.  
HRMO

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards						
					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment	
1	Administrative Officer IV (Budget Officer)	PSHSB-ADOF-4-4-2017	15	36,619	Bachelor's degree relevant to the job	Four (4) hours of relevant training	One (1) year relevant experience	Career Service Professional (Second Level Eligibility)	N/A	PSHS - EVC, Pawing, Palo, Leyte	
2	Administrative Aide III (Clerk I)	PSHSB - ADA3 - 12 - 2004	3	14,678	Completion of two years studies in college	None required	None required	Career Service sub-Professional (First Level Eligibility)	N/A	PSHS -EVC, Pawing, Palo, Leyte	

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 **APRIL 1, 2024**.

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](http://www.csc.gov.ph);
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/training/license; and
4. Photocopy of Transcript of Records, Certificates of trainings and seminars attended.
5. This Office encourages all interested and qualified applicants and promotes equal employment opportunities to all men and women at all levels of position without discrimination regardless of age, gender, civil status, persons with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

  
YVONNE M. ESFERAS  
Campus Director

Philippine Science High School - Eastern Visayas Campus, Pawing, Palo, Leyte

[occd@evc.pshs.edu.ph](mailto:occd@evc.pshs.edu.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.