


Republic of the Philippines
Philippine High School for the arts
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Philippine High School for the Arts in the CSC website:


LYZA G. AMAT
Administrative Officer III
Date: 3 October 2019

NO.	POSITION TITLE	PLANTILLA ITEM NO.	SALARY GRADE	MONTHLY SALARY	QUALIFICATION STANDARDS					PLACE OF ASSIGNMENT
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	COMPETENCY	
1	Dormitory Manager III	DORMG3-2-2016	SG-15	P30,531.00	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	Must possess wide range of communication skills in dealing with students and must value inclusiveness among all the residents of the dormitory	
2	Administrative Aide VI (Motor Pool Dispatcher)	ADA6-11-2017	SG-6	P14,847.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Ability to understand and execute oral and written instructions relating to the general rules and policies on the use, maintenance, and service of the agency's motor vehicles	

Note: These positions are open to all qualified applicants who may be considered for employment regardless of gender, civil status, disability, religion, ethnic background and/or political affiliation.

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 **18 October 2019**.

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 present position for one (1) year, if applicable
3. Photocopy of certificate of eligibility/rating/licence
4. Photocopy of Transcript of Records and Diploma

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

PROF. JOSUE GREG M. ZUNIEGA
Director IV
National Arts Center, Mt. Makiling, Los Baños, Laguna
amatlyza1998@gmail.com and pghsa.humanresourcemanagement@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.