

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:



Chief Administrative Officer
Date: January 15, 2024

NO.	POSITION TITLE	PLANTILLA ITEM NO.	SALARY GRADE	MONTHLY SALARY	QUALIFICATION STANDARDS					PLACE OF ASSIGNMENT
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	COMPETENCY	
1	SCHOOL LIBRARIAN I	PHSAB-SL1-14-2017	SG-11	P27,000.00	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	None required	None required	RA 1080 (Librarian)	Must be knowledgeable and proficient in one's own profession.	Philippine High School for the Arts, National Arts Center, Mt. Makiling, Laguna/PHSA Baiting Campus
2	ADMINISTRATIVE OFFICER I	PHSAB-ADOF1-5-2004	SG-10	P23,176.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Must be able to demonstrate basic knowledge in supply and property accountability and inventory management.	-do-
3	ADMINISTRATIVE ASSISTANT II (Disbursing Officer II)	PHSAB-ADAS2-9-2004	SG-8	P19,744.00	Completion of two-year studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional)/ First Level Eligibility	Must be able to demonstrate basic knowledge in petty cash management.	-do-
4	PLANNING ASSISTANT	PHSAB-PLA-13-2017	SG-8	P19,744.00	Completion of two-year studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional)/ First Level Eligibility	Must be able to demonstrate basic knowledge in the implementation and evaluation of long-term development plans, programs and projects.	-do-

5	ELECTRONICS AND COMMUNICATIONS EQUIPMENT TECHNICIAN I	PHSAB-ECET1-9-2017	SG-6	P17,553.00	Completion of two years studies in college or High School Graduate** with relevant vocational/trade course	None required	None required	Electronics Equipment Technician (MC No. 10, s. 2013-Cat. II)	Must be able to demonstrate basic knowledge in the installation, operation and maintenance of theater lights equipment.	-do-
6	ADMINISTRATIVE AIDE IV (Driver II)	PHSAB-ADA4-13-2004	SG-4	P15,586.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Driver's License (MC 11 s. 1996 Cat. II)	Must be able to demonstrate excellent driving skills.	-do-

**This includes Graduate of High School under the old and new Curriculum (Senior High School)

These positions are **OPEN** to all interested and qualified applicants regardless of sexual orientation and gender identity, civil status, religious and ethnic background and/or political affiliation, including persons with disability (PWD).

Interested and qualified applicants should signify their interest in writing. Attach the following documents in Portable Document Format (PDF) to the application letter and send to the address below not later than **31 January 2024**.

1. Fully accomplished under oath Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with recent passport-sized picture taken within the last six (6) months, and the corresponding duly accomplished Work Experience Sheet (WES), both of which can be downloaded at www.csc.gov.ph. The PDS and WES should be converted into a single PDF file.
2. Performance rating in the present position for one (1) year, if applicable
3. Certificate of eligibility/rating/license
4. Transcript of Records and Diploma
5. Certificates of Learning and Development Interventions/Training Programs converted into a single PDF file.

QUALIFIED APPLICANTS are advised to address their application to:

PROF. JOSUE GREG M. ZUNIEGA
 Director IV
 PHILIPPINE HIGH SCHOOL FOR THE ARTS
 National Arts Center, Mt. Makiling, Los Baños, Laguna

Send through email the scanned copies (PDF format) of the above-mentioned documentary requirements to hrm@phsa.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED AND ONLY THOSE WHO ARE SHORTLISTED SHALL BE NOTIFIED.

