



## BULLETIN OF VACANT POSITION

No.	Position Title (Parenthetical Title, if applicable)	Status	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
				Education	Training	Experience	Eligibility		
1	CLERK I	CONTRACT OF SERVICE	13,572.00	Bachelor's Degree, preferably Accountancy or Accounting Technology Graduate	<ul style="list-style-type: none"> <li>Proficient in computer applications</li> <li>Good in oral and written communications</li> <li>Meticulous to details</li> <li>Can work in a team and under pressure</li> <li>Has initiative</li> </ul>	<ul style="list-style-type: none"> <li>Preferable has worked on materials management, Accounting and/or Quality Management</li> </ul>	None		Supply Unit of PSHS-ZRC
				**** Nothing follows ****					

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 January 15, 2023.

- 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);
- Performance rating in the last rating period (if applicable);
- Photocopy of certificate of eligibility/rating/license;
- Photocopy of Transcript of Records;
- Photocopies of certificates of employment; and
- Certificates of trainings/ seminars attended (if any).

*\*\* Original copies must be ready upon request for verification and authentication*

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

**DR. CHUCHI P. GARGANERA**  
Campus Director  
PSHS-ZRC  
Brgy. Cogon, Dipolog City  
[cparganera@zrc.pshs.edu.ph](mailto:cparganera@zrc.pshs.edu.ph)  
[ccmsaldon@zrc.pshs.edu.ph](mailto:ccmsaldon@zrc.pshs.edu.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

Certified as to vacancy:

Prepared by:

Approved by:

**MILO S. SALDON**  
FAD Chief

**DR. CHUCHI P. GARGANERA**  
Director III

Extension of Submission:

**until JANUARY 27, 2023**