



BULLETIN OF VACANT POSITION

No.	Position Title (Parenthetical Title, if applicable)	Status	Monthly Salary	Qualification Standards				Place of Assignment	
				Education	Training	Experience	Eligibility		Competency (if applicable)
1	CLERK I	CONTRACT OF SERVICE	13,572.00	Bachelor's Degree, preferably Accountancy or Accounting Technology Graduate	<ul style="list-style-type: none"> Proficient in computer applications Good in oral and written communications Meticulous to details Can work in a team and under pressure Has initiative 	<ul style="list-style-type: none"> Preferable has worked on materials management, Accounting and/or Quality Management 	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;
- 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
cc:mssaldon@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