



## BULLETIN OF VACANT POSITION

No.	Position Title (Parenthetical Title, if applicable)	Status	Salary/Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	CLERK I (FEMALE)	JOB ORDER	3	16,145.80	Bachelor's Degree in Office Administration or Secretarial Management or Bachelor of Arts in Secretarial and Office Management or in any of the Business related subjects	<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>• Preferably has worked in secretarial management/functions</li> </ul>	None	<ul style="list-style-type: none"> <li>- knowledge in office/secretarial management</li> <li>- dependable, works with integrity, knows customer service and can make decisions</li> </ul>	Office of the Campus Director of PSHS-ZRC
1	CLERK I (FEMALE/MALE)	JOB ORDER	3	16,145.80	Bachelor's Degree in Human Resource Management Graduate or in any of the Human resource related subjects	<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>• Preferably has worked on human resources management, conduct of trainings, seminars and other activities and payroll</li> <li>• Has experience in formulating, conducting and monitoring of HR and other developmental activities</li> </ul>	None	<ul style="list-style-type: none"> <li>- knowledge in human resource management, reportorial requirements to government agencies and payroll</li> <li>- has linkage to or familiar with human resource and development training centers</li> <li>- dependable, works with integrity, knows customer service and can make decisions</li> </ul>	Human Resource Unit of the Finance and Administrative Division of PSHS-ZRC
1	CLERK I (MALE)	JOB ORDER	3	16,145.80	Bachelor's Degree in Accountancy, Accounting Technology or Finance/Financial Management Graduate or in any of the Business related subjects	<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>• Preferably has worked on finance and cash management</li> </ul>	None	<ul style="list-style-type: none"> <li>- knowledge in finance and cash management and reportorial requirements to government agencies</li> <li>- dependable, works with integrity, knows customer service and can make decisions</li> </ul>	Cash Management Unit of the Finance and Administrative Division of PSHS-ZRC

1	NURSE I (FEMALE)	CONTRACT OF SERVICE	11	29,700.00	Bachelor's Degree in Nursing, Medical Technology or Pharmacy Graduate or in any of Medical related subjects	At least 4 hours of relevant training	At least 1 year of relevant experience	Licensed Nurse, MedTech or Pharmacist	- knowledge in health care and wellness and how to manage these - dependable, works with integrity, knows customer service, can make decisions, innovative, knows planning and how to implement the plan, can speak and write effectively and can manage information well	Health Services Unit of the Student Services Division of PSHS-ZRC
1	LIFE COACH	CONTRACT OF SERVICE	12	32,081.50	Bachelor's Degree in Guidance and Counselling or in a specialized field in Guidance and Counselling or in any of the related subjects, preferably with Master's degree in Guidance and Counselling or in a specialized field in Guidance and Counselling or in any of the related subjects	No training required	No experience required	Preferably a licensed Guidance Counselor	- demonstrates ethical practice, embodies a coaching mind, establishes and maintains agreements, cultivates trust and safety, maintains presence, listens actively, evokes awareness and facilitates students' growth - dependable, works with integrity, knows customer service, can make decisions, innovative, knows planning and how to implement the plan, can speak and write effectively and can manage information well	Student Services Division of PSHS-ZRC
1	CLERK I (MALE)	JOB ORDER	3	16,145.80	Bachelor's Degree 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>	• Preferably has worked on materials management	None	- knowledge in materials management - dependable, works with integrity, knows customer service and can make decisions	Supply Unit of the Finance and Administrative Division of PSHS-ZRC

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 **February 17, 2023**.

**PSHS-ZRC adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the hiring process.**

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/rating/license (if applicable);
4. Photocopy of Transcript of Records;
5. Photocopies of certificates of employment (if any); and
6. 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  
[cpgarganera@zrc.pshs.edu.ph](mailto:cpgarganera@zrc.pshs.edu.ph)  
[cc:mssaldon@zrc.pshs.edu.ph](mailto:cc:mssaldon@zrc.pshs.edu.ph)

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

Certified as to vacancy:

Prepared by:

  
**MILO S. SALDON**  
FAD Chief

Approved by:

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