



NOTICE OF JOB VACANCY

Position Title : **Deputy Executive Director III**
Salary Grade : **27**
Item No. : PSHSB-DED3-1-1999
Place of Assignment : **PSHS System – Office of the Executive Director**
Agham Road, Diliman, Quezon City


MINIMUM QUALIFICATIONS:

- At least Master's Degree preferably in Sciences, Mathematics, Engineering, Science Education or other fields
- Five (5) years of supervisory experience in institutions / organizations offering education / academic programs
- 120 hours of managerial training
- Career Service Professional / 2nd Level Eligibility
- Filipino citizen, with good moral character, have never been found guilty/convicted of any administrative offence and/or crime; preferably 35-50 years old

JOB FUNCTIONS:

- The Deputy Executive Director shall assist the Executive Director in the overall management of the PSHS System, such as:
 - a) Coordinate curriculum planning activities for the PSHS System;
 - b) Oversees research projects on the gifted in Science and Mathematics;
 - c) Coordinate the publication of research outputs of teachers, administrators and students from PSHS System;
 - d) Provide technical and legal support to the member of the System;
 - e) Coordinate exchange programs with other educational institutions both local and foreign;
 - f) Develop and coordinate linkages and networking among the campuses of the PSHS System with other institutions;
 - g) Coordinate the implementation of the program for the identification and selection of scholars for the PSHS System;
 - h) Provide secretariat services of the Board of Trustees;
- Assist the Executive Director in planning and coordinating the various programs of the campuses under the System;
- Assists the Executive Director in the execution of policies, directives, programs and projects adopted by the Board of Trustees;
- Directs staff studies needed in the system appraisal of the various programs of the campuses;
- Direct detailed analysis of budgetary requirements of the various campuses;
- Manages and coordinates the activities of the Secretariat of the Board of Trustees; and
- Performs other related functions that may assigned from time to time.

Qualified applicants should submit their: (1) Application Letter; (2) Comprehensive Resume (use/fill out the [CSC Form 212, Revised 2017](#) that should be answered properly and completely, e.g., "inclusive dates (mm/dd/year - mm/dd/year)", etc. **DO NOT LEAVE ANY SPACE BLANK, PUT N.A. (not applicable) or NONE**, as appropriate); (3) Copy of Official Transcript of Records; (4) Authenticated Certificate of Eligibility or Board Results; (5) Certificates of training and previous employment and (6) Six-Year Plan for the Campus, **not later than June 05, 2019, 5:00 pm**, personally, via e-mail or through postal service. **Please send your application to the address below.**


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Executive Director
Philippine Science High School System
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