



Republic of the Philippines

## DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL – SOCCSKSARGEN REGION CAMPUS

Human Resource Management Unit

### JOB OPPORTUNITIES

at **PHILIPPINE SCIENCE HIGH SCHOOL-SOCCSKSARGEN Region Campus (PSHS-SRC)**  
Barangay Paraiso, City of Koronadal

POSITION	QUALIFICATIONS
<b>One (1) Nurse</b> <b>Salary Grade 15</b> <b>(Contract of Service- Night Shift Nurse)</b>	<ul style="list-style-type: none"><li>• Bachelor of Science in Nursing</li><li>• Preferably at least 1 year of relevant experience</li><li>• Preferably at least 8 hours of relevant training</li><li>• Preferably Male</li><li>• With good oral and written communication skills</li></ul>

#### Job Description

1. Assists the School Nurse in the following duties and responsibilities.
  - a. Physical and medical examination of students, faculty and administrative staff. Checks required laboratory work-up, properly filled in medical-dental forms, vital signs measurements, etc.
  - b. Gives injection and carries out treatment as prescribed or as may be deemed necessary and as advised by the physician. Takes body temperatures, cleans and dress and gives medications.
  - c. Preparation and sterilization of medical instruments.
  - d. Makes and submits reports as maybe required from time to time.
  - e. Takes charge of keeping, arranging and filing the medical records of students, faculty and administrative staff.
  - f. First aid, medical referrals, patient conduction, gate passes, excuse slips, consult slips:
  - g. Attends to telephone calls and procurement / inventory of supplies and medicines.
2. Does other duties as maybe assign by the Supervisor.

Interested and qualified applicants should signify their interest in writing address to **ARLYN A. DACANAY, OIC, Campus Director**. Attach the following documents to the application letter and send to the address below not later than **January 20, 2023**.

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. Certificate of Employment or Service Record;
4. Photocopy of authenticated certificate of eligibility/rating/license;
5. Photocopy of Transcript of Records; and
6. Photocopy of Certificate of Trainings, Seminars/Conferences attended.

*\*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:

Philippine Science High School- SOCCSKSARGEN Region Campus  
Brgy. Paraiso, Koronadal City  
[rmu@src.pshs.edu.ph](mailto:rmu@src.pshs.edu.ph)

***The PSHS-SRC 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.***

**Approved for Posting**

*Prepared:*

**NELVI ROSARY D. CAJES**  
AO V/ HRMO

*Approved:*

**ARLYN A. DACANAY**  
OIC, Campus Director