

Republic of the Philippines  
**PALOMPON INSTITUTE OF TECHNOLOGY**  
Request for Publication of Vacant Positions

To: **CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of Palompon Institute of Technology in the CSC website:

**NORBERTO C. OLAVIDES**  
SUC President III

Date: August 1, 2018

No.	Position Title	Plantilla Item No.	Job/ Pay Grade	Annual Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Administrative Aide VI	PTTB-ADA6-8-2011	6	172,080.00	Must be able to read and write/ Elementary School Graduate High School Graduate or Completion of relevant vocational/ trade course Completion of two-year studies in College or High School graduate with relevant vocational/trade course	1 year relevant experience	4 hours of relevant training	Relevant MC 11.s.1996 Career Service(Sub-Professional)/First Level Eligibility	None required	Accounting Office

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

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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

**NORBERTO C. OLAVIDES**  
SUC President III  
Evangelista St., Palompon, Leyte  
[pit\\_suc@yahoo.com](mailto:pit_suc@yahoo.com)

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