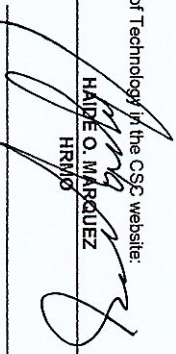


Republic of the Philippines  
**PALOMPON INSTITUTE OF TECHNOLOGY**  
Request for Publication of Vacant Positions

**Tor CIVIL SERVICE COMMISSION (CSC)**

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Palompon Institute of Technology in the CSC website:

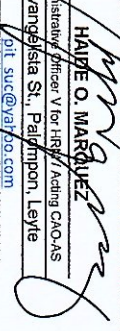
Date: \_\_\_\_\_  
  
**HAIDE O. MARQUEZ**  
HRMO

No.	Position Title (Parenthetical Title, if any)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	Remarks	
					Education	Training	Experience	Eligibility			Competency (if applicable)
1	Administrative Aide IV (Storekeeper I)	PTB-ADM-1-2016	4	152,088.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 86-Cat. III)	* Attention to detail * Achievement orientation * Communication Skills * Computer Skills * Writing Skills	General Administrative and Support Services	For applicants with special needs shall indicate in their application letters the kind of special assistance they need, like assistance of Special Education Practitioners, Braille Practitioners and the like.
2	Administrative Aide IV	PTB-INSTR-3-2007	4	152,088.00	* Must be able to read and write / Elementary School Graduate * High School graduate of Completion of relevant vocational / trade course *** * Completion of two-year studies in college or High School Graduate with relevant vocational / trade course studies	None required	None required	First Level Eligibility	* Attention to detail * Achievement orientation * Communication Skills * Computer Skills * Writing Skills	General Administrative and Support Services	

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 October 31, 2018.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at
2. Performance rating in the last rating period (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:

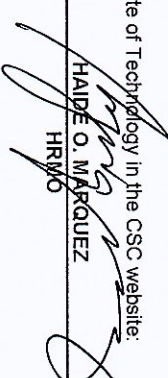
  
**HAIDE O. MARQUEZ**  
Administrative Officer V for HRM / Acting CAO-AS  
Evangelista St., Palompon, Leyte  
[oit\\_suc@aiapo.com](mailto:oit_suc@aiapo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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**HAIDE O. MARQUEZ**  
 HRMO

3	Instructor I	PTB-INST1-3-2016	12	265,788.00	Master's Degree in Mechanical Engineering or its allied/related fields	None	None	RA 1080	<ul style="list-style-type: none"> <li>• Can think strategically and creative.</li> <li>• Can lead change.</li> <li>• Can build collaborative, inclusive working relationships.</li> <li>• Patrols, guards and secures property and grounds.</li> <li>• Monitors assigned areas for possible violation of laws and regulations and issues citations when appropriate.</li> </ul>	College of Technology and Engineering	<p>For applicants with special needs shall indicate in their application letters the kind of special assistance they need; like assistance of Special Education Practitioners, Braille Professions and the like.</p>
4	Dormitory Manager II	PTB-DORMG2-1-2003	11	242,148.00	Bachelor's Degree	None required	None required	Second Level Eligibility	<ul style="list-style-type: none"> <li>• Exemplifying Integrity and Professionalism</li> <li>• Delivering Service Excellence</li> <li>• Interpersonal Skills</li> <li>• Flexibility</li> <li>• Records Management</li> <li>• Creativity</li> <li>• Commitment</li> <li>• Innovation</li> <li>• Institutional Social Responsibility and Moral Obligation</li> <li>• Exceeding Expectations</li> </ul>	General Administrative and Support Services	

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

  
**HAIDE O. MARQUEZ**  
 Administrative Officer IV for HRM / Acting CAO-AS  
 Elangkasta St. Palompon, Leyte  
[dlt\\_suc@yahoo.com](mailto:dlt_suc@yahoo.com)

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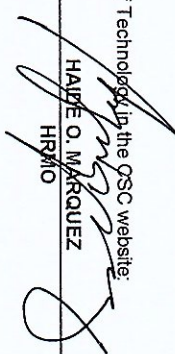
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Electronic copy to be submitted to the CSC FO  
must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

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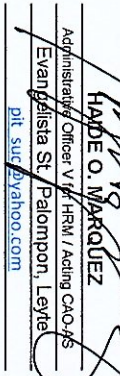
  
HARDE O. MARQUEZ  
HRMO

5	Guidance Counselor I	PTB-GUIDC1-2-1999	11	235,440.00	Master's Degree in Guidance and Counseling or any allied discipline	None required	None required	RA 9256	<ul style="list-style-type: none"> <li>* Exemplifying Integrity and Professionalism</li> <li>* Delivering Service Excellence</li> <li>* Interpersonal Skills</li> <li>* Flexibility</li> <li>* Records Management</li> <li>* Creativity</li> <li>* Commitment</li> <li>* Innovation</li> <li>* Institutional Social Responsibility and Moral Obligation</li> <li>* Exceeding Expectations</li> </ul>	Guidance Office	For applicants with special needs shall indicate in their application letters the kind of special assistance they need, like assistance of Special Education Practitioners, Braille Practitioners and the like.
6	Administrative Aide VI	PTB-ADA6-3-2006	6	172,080.00	<p>*Must be able to read and write / Elementary School Graduate ** High School graduate of Completion of relevant vocational / trade course *** Completion of two-year studies in college or High School Graduate with relevant vocational / trade course studies</p>	1 year relevant experience	4 hours relevant training	First Level Eligibility	<ul style="list-style-type: none"> <li>* Exemplifying Integrity and Professionalism</li> <li>* Delivering Service Excellence</li> <li>* Interpersonal Skills</li> <li>* Flexibility</li> <li>* Records Management</li> <li>* Creativity</li> <li>* Commitment</li> <li>* Institutional Social Responsibility and Moral Obligation</li> <li>* Exceeding Expectations</li> </ul>	General Administrative and Support Services	

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