

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

To: 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 on the CSC website:


MAIDE O. MARQUEZ
HRM/0

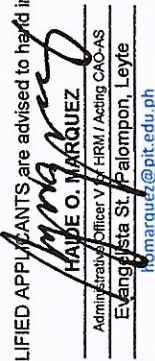
Date:

No.	Position Title (Parenthetical Title, if any)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Competency (if applicable)	Place of Assignment	Remarks
					Education	Training	Experience			
1	Instructor I (Mechanical Engineering)	PTB-INST1-12- 2016	12	22,149.00	Master's Degree in the area of specialization or its allied/related fields	None required	None required	None required RA 1080 (For courses BAR or BOARD eligibility)	College of Technology and Engineering	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.
2	Instructor I (Electrical Engineering)	PTB-INST1-3- 2016	12	22,149.00	Master's Degree in the area of specialization or its allied/related fields	None required	None required	None required RA 1080 (For courses BAR or BOARD eligibility)	College of Technology and Engineering	

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 December 15, 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:


MAIDE O. MARQUEZ
Administrative Officer V / HRM / Acting CAO-AS
Evangelista St., Palompon, Leyte
nomarquez@pit.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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HAIDE O. MARQUEZ
HRMO

Date: _____

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3	Administrative Aide VI	PTTB-AD08-12-2011	6	14,340.00	*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	1 year relevant experience	4 hours relevant training	Relevant MC 11 s 1996 Career Service (Sub-professional) / First Level Eligibility	*Attention to detail *Achievement orientation *Communication skills *Computer skills *Writing skills	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.
4	Administrative Officer IV	PTTB-AD04-21-2004	15	29,010.00	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours relevant training	Career Service (Professional) Second Level Eligibility	*Exemplifying Integrity and Professionalism *Delivering Service Excellence *Interpersonal Skills *Flexibility *Records Management *Creativity *Commitment *Innovative *Institutional Social Responsibility and Moral Obligation *Exceeding Expectations	General Administrative and Support Services

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