

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 in the CSC website:

  
**DIANA VERONICA B. MONTEJO**  
HRMO

Date: September 18, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Attorney IV	PITB-ATY4-18-2023	23	80,003.00	Bachelor of Laws	Eight hours of relevant training	Two years of relevant experience	RA 1080 (BAR)	N/A	LEGAL UNIT
2	Information Technology Officer I	PITB-ITO1-27-2023	19	51,357.00	Bachelor's Degree relevant to the job  (but preferably with units in Master of Information Technology or its allied	Eight hours of relevant training	Two years of relevant experience  (preferably in a government agency)	Career Service (Professional)/Second Level Eligibility	N/A	INFORMATION AND COMMUNICATIONS TECHNOLOGY UNIT

3	Administrative Officer V	PITB-ADOF5-1-2023	18	46,725.00	Bachelor's Degree relevant to the job  (but preferably a Registered Engineer or its allied fields)	Eight hours of relevant training  (preferably in BOSH SO2, COSH SO2, Basic Life Support with AED, and Advanced Safety Training)	Two years of relevant experience  (preferably as Occupational Safety and Health Practitioner)	Career Service (Professional)/Second Level Eligibility	N/A	GENERAL SERVICES UNIT
4	Administrative Officer V	PITB-ADOF5-3-2023	18	46,725.00	Bachelor's Degree relevant to the job	Eight hours of relevant training  (preferably has attended Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act and Agency Procurement Compliance and Performance Indicator System)	Two years of relevant experience  (preferably as Bids and Awards Secretary)	Career Service (Professional)/Second Level Eligibility	N/A	PROCUREMENT UNIT
5	Administrative Officer V	PITB-ADOF5-4-2023	18	46,725.00	Bachelor's Degree relevant to the job	Eight hours of relevant training	Two years of relevant experience  (preferably in a government agency)	Career Service (Professional)/Second Level Eligibility	N/A	CASH UNIT

6	Administrative Officer V	PITB-ADOF5-5-2023	18	46,725.00	Bachelor's Degree relevant to the job	Eight hours of relevant training  (preferably has attended NAP and GROAP Seminar-Training Workshop and salient features of R.A. 9470)	Two years of relevant experience  (preferably in a government agency)	Career Service (Professional)/Second Level Eligibility	N/A	RECORDS UNIT
7	Administrative Officer V	PITB-ADOF5-6-2023	18	46,725.00	Bachelor's Degree relevant to the job (preferably with Masteral Units)	Eight hours of relevant training  (preferably on Quality Management System)	Two years of relevant experience  (preferably in a Quality Assurance Office)	Career Service (Professional)/Second Level Eligibility	N/A	QUALITY ASSURANCE OFFICE
8	Information Officer III	PITB-INFO3-24-2023	18	46,725.00	Bachelor's Degree  (but preferably with Master's Degree)	8 hours of relevant training	2 years of relevant experience  (preferably in leading, coordinating, and implementing of the Head of Agency's Information and Communications in a government agency)	Career Service (Professional)/Second Level Eligibility	N/A	INFORMATION UNIT

9	Project Development Officer III	PITB-PDO3-12-2023	18	46,725.00	Bachelor's Degree relevant to the job  (preferably a Registered Engineer or its allied fields)	Eight hours of relevant training	Two years of relevant experience  (preferably Project Management Skills (Project Planning, Project Budgeting, Knowledge in Project Management Tools, Project Scheduling in a government agency)	Career Service (Professional)/Second Level Eligibility	N/A	PROJECT MANAGEMENT UNIT
10	Planning Officer III	PITB-PLO3-15-2023	18	46,725.00	Bachelor's Degree relevant to the job  (preferably a Registered Engineer or its allied fields)	Eight hours of relevant training	Two years of relevant experience  (preferably in academic and infrastructure planning)	Career Service (Professional)/Second Level Eligibility	N/A	PLANNING UNIT
11	Accountant II	PITB-A2-7-2023	16	39,672.00	Bachelor's Degree in Commerce / Business Administration Major in Accounting	Four hours of relevant training	One year of relevant experience	RA 1080 (Certified Public Accountant)	N/A	ACCOUNTING UNIT

12	Information Systems Analyst II	PITB-INFOSA2-26-2023	16	39,672.00	Bachelor's Degree relevant to the job	Four hours of relevant training	One year of relevant experience  (preferably in Web-Based System Development in HTML, CSS, PHP, SQL Database; Knowledge in Windows, Linux based Server, Firewalls, IPPBX Server Configuration and Maintenance; Knowledge in Wired (Copper and Fiber) and Wireless Network Configuration and Maintenance)	Career Service (Professional)/Second Level Eligibility	N/A	INFORMATION AND COMMUNICATIONS TECHNOLOGY UNIT
13	Administrative Officer IV	PITB-ADOF4-6-2023	15	36,619.00	Bachelor's Degree relevant to the job  (preferably with units in Master of Management or Law)	Four hours of relevant training  (preferably has attended ORA-OHRA, RRACCS, Enhanced Leave Administration Course for Effectiveness)	One year of relevant experience  (preferably in a Human Resource Management Unit of a government agency)	Career Service (Professional)/Second Level Eligibility	N/A	HUMAN RESOURCE MANAGEMENT UNIT
14	Information Officer II	PITB-INFO2-23-2023	15	36,619.00	Bachelor's Degree  (but preferably with Masteral units)	4 hours of relevant training	1 year of relevant experience  (preferably in a government agency)	Career Service (Professional)/Second Level Eligibility	N/A	INFORMATION UNIT

15	Project Development Officer II	PITB-PDO2-11-2023	15	36,619.00	Bachelor's Degree relevant to the job  (but preferably a Registered Engineer or its allied fields)	Four hours of relevant training	One year of relevant experience	Career Service (Professional)/Second Level Eligibility	N/A	PROJECT MANAGEMENT UNIT
16	Planning Officer II	PITB-PLO2-14-2023	15	36,619.00	Bachelor's Degree relevant to the job  (but preferably a Registered Engineer or its allied fields)	Four hours of relevant training	One year of relevant experience	Career Service (Professional)/Second Level Eligibility	N/A	PLANNING UNIT
17	Administrative Officer III	PITB-ADOF3-5-2023	14	33,843.00	Bachelor's Degree relevant to the job  (preferably with units in Master of Management or Law)	Four hours of relevant training  (preferably in ORA-OHRA and any CSC Leadership and Management Trainings)	One year of relevant experience  (preferably in a Human Resource Management Unit of a government agency)	Career Service (Professional)/Second Level Eligibility	N/A	HUMAN RESOURCE MANAGEMENT UNIT

18	Administrative Officer III	PITB-ADOF3-6-2023	14	33,843.00	Bachelor's Degree relevant to the job	Four hours of relevant training  (preferably has attended procurement management training)	One year of relevant experience  (preferably in Procurement Services of a government agency)	Career Service (Professional)/Second Level Eligibility	N/A	PROCUREMENT UNIT
19	Administrative Officer III	PITB-ADOF3-7-2023	14	33,843.00	Bachelor's Degree relevant to the job	Four hours of relevant training  (preferably has attended COA trainings on Cash Management)	One year of relevant experience  (preferably in a government agency)	Career Service (Professional)/Second Level Eligibility	N/A	CASH UNIT
20	Administrative Officer III	PITB-ADOF3-8-2023	14	33,843.00	Bachelor's Degree relevant to the job (preferably with units in Master of Management or Law)	Four hours of relevant training  (preferably in ORA-OHRA, PRIME-HRM Level II, and any CSC Leadership and Management Trainings)	One year of relevant experience  (preferably in a Human Resource Management Unit of a government agency)	Career Service (Professional)/Second Level Eligibility	N/A	HUMAN RESOURCE MANAGEMENT UNIT

21	Administrative Officer III	PITB-ADOF3-9-2023	14	33,843.00	Bachelor's Degree relevant to the job	Four hours of relevant training  (preferably has attended procurement, supply management, housekeeping and property inventory and disposal in a government agency)	One year of relevant experience  (preferably in procurement, supply management, housekeeping and property inventory and disposal in a government agency)	Career Service (Professional)/Second Level Eligibility	N/A	SUPPLY AND PROPERTY MANAGEMENT UNIT
22	Board Secretary I	PITB-BS1-28-2023	14	33,843.00	Bachelor's Degree  (but preferably with Master's Degree)	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/Second Level Eligibility	N/A	OFFICE OF THE COLLEGE BOARD SECRETARY
23	Accountant I	PITB-A1-8-2023	12	29,165.00	Bachelor's Degree in Commerce / Business Administration Major in Accounting	None required	None required	RA 1080 (Certified Public Accountant)	N/A	ACCOUNTING UNIT



24	Information Systems Analyst I	PITB-INFOSA1-25-2023	12	29,165.00	Bachelor's Degree relevant to the job	None required	None required  (but preferably in system administration including user account management, access control, and security protocols; proficiency in handling, managing, and troubleshooting a School Automate System; problem-solving skills to diagnose and resolve technical issues of a School Automate System)	Career Service (Professional)/Second Level Eligibility	N/A	INFORMATION AND COMMUNICATIONS TECHNOLOGY UNIT
25	Legal Assistant II	PITB-LEA2-16-2023	12	29,165.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	Four hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None required	Career Service (Professional)/Second Level Eligibility	N/A	LEGAL UNIT
26	Administrative Officer II	PITB-ADOF2-10-2023	11	27,000.00	Bachelor's Degree relevant to the job	None required	None required (but preferably in a Quality Assurance Office)	Career Service (Professional)/Second Level Eligibility	N/A	QUALITY ASSURANCE OFFICE

27	Administrative Officer II	PITB-ADOF2-11-2023	11	27,000.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/Second Level Eligibility	N/A	ACCOUNTING UNIT
28	Administrative Officer II	PITB-ADOF2-9-2023	11	27,000.00	Bachelor's Degree relevant to the job	None required	None required (but preferably from Accounting or Finance Unit)	Career Service (Professional)/Second Level Eligibility	N/A	BUDGET UNIT
29	Guidance Counselor I	PITB-GUIDC1-2-1999	11	27,000.00	Master's Degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	GUIDANCE OFFICE

30	Internal Auditor I	PITB-IAUD1-19-2023	11	27,000.00	Bachelor's Degree relevant to the job	None required	None required  (but preferably with work experience in Government Auditing)	Career Service (Professional)/Second Level Eligibility	N/A	INTERNAL AUDIT UNIT
31	Information Officer I	PITB-INFO1-22-2023	11	27,000.00	Bachelor's Degree  (but preferably in DevCom, Journalism, Mass Communication)	None required	None required  (but preferably with work experience in writing news/feature articles and social media content development)	Career Service (Professional)/Second Level Eligibility	N/A	INFORMATION UNIT
32	Project Development Officer I	PITB-PDO1-10-2023	11	27,000.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/Second Level Eligibility	N/A	PROJECT MANAGEMENT UNIT

33	Planning Officer I	PITB-PLO1-13-2023	11	27,000.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/Second Level Eligibility	N/A	PLANNING UNIT
34	Administrative Officer I	PITB-ADOF1-7-2023	10	23,176.00	Bachelor's Degree relevant to the job	None required  (but preferably has attended COA trainings on Cash Management)	None required  (but preferably in a government agency)	Career Service (Professional)/Second Level Eligibility	N/A	CASH UNIT
35	Administrative Officer I	PITB-ADOF1-8-2023	10	23,176.00	Bachelor's Degree relevant to the job	None required	None required (but preferably in a government agency)	Career Service (Professional)/Second Level Eligibility	N/A	SUPPLY AND PROPERTY MANAGEMENT UNIT

36	Administrative Assistant III	PITB-ADAS3-5-2023	9	21,211.00	Completion of two years studies in college	Four hours of relevant training	One year of relevant experience  (preferably in a government agency)	Career Service (Subprofessional)/ First Level Eligibility	N/A	OFFICE OF THE SUC PRESIDENT
37	Administrative Assistant III	PITB-ADAS3-6-2023	9	21,211.00	Completion of two years studies in college	Four hours of relevant training	One year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility	N/A	ACCOUNTING UNIT
38	Administrative Assistant II	PITB-ADAS2-4-2023	8	19,744.00	Completion of two years studies in college	Four hours of relevant training	One year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility	N/A	GENERAL SERVICES UNIT

39	Administrative Assistant II	PITB-ADAS2-5-2023	8	19,744.00	Completion of two years studies in college	Four hours of relevant training	One year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility	N/A	BUDGET UNIT
40	Administrative Assistant II	PITB-ADAS2-6-2023	8	19,744.00	Completion of two years studies in college	Four hours of relevant training	One year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility	N/A	CASH UNIT
41	Administrative Assistant II	PITB-ADAS2-7-2023	8	19,744.00	Completion of two years studies in college  (preferably with units in Master of Management or Law)	Four hours of relevant training  (preferably in ORA-OHRA, PRIME-HRM Level II, and any CSC Leadership and Management Trainings)	One year of relevant experience  (preferably in a Human Resource Management Unit of a government agency)	Career Service (Subprofessional)/ First Level Eligibility	N/A	HUMAN RESOURCE MANAGEMENT UNIT

42	Administrative Assistant II	PITB-ADAS2-8-2023	8	19,744.00	Completion of two years studies in college	Four hours of relevant training	One year of relevant experience (preferably in a government agency)	Career Service (Sub-professional)/First Level Eligibility	N/A	SUPPLY AND PROPERTY MANAGEMENT UNIT
43	Administrative Aide VI	PITB-ADA6-10-2023	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/First Level Eligibility	N/A	OFFICE OF THE SUC PRESIDENT
44	Administrative Aide VI	PITB-ADA6-11-2023	6	17,553.00	Completion of two years studies in college	None required	None required (but preferably in a government agency)	Career Service (Subprofessional)/First Level Eligibility	N/A	OFFICE OF THE COLLEGE BOARD SECRETARY

45	Administrative Aide VI	PITB-ADA6-12-2023	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	OFFICE OF THE SUC VICE-PRESIDENT FOR ADMINISTRATION
46	Administrative Aide VI	PITB-ADA6-13-2023	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER
47	Administrative Aide VI	PITB-ADA6-14-2023	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	ACCOUNTING UNIT



48	Administrative Aide VI	PITB-ADA6-15-2023	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	BUDGET UNIT
49	Administrative Aide VI	PITB-ADA6-16-2023	6	17,553.00	Completion of two years studies in college  (preferably in Education or its allied fields)	None required  (but preferably has attended Gender Sensitivity Training Workshops and GAD Tools)	None required  (but preferably with experience in the Gender and Development field of a government agency)	Career Service (Subprofessional)/ First Level Eligibility	N/A	GENDER AND DEVELOPMENT OFFICE
50	Administrative Aide VI	PITB-ADA6-17-2023	6	17,553.00	Completion of two years studies in college  (preferably major in English or its allied fields)	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	HUMAN RESOURCE MANAGEMENT UNIT

51	Administrative Aide VI	PITB-ADA6-9-2023	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	QUALITY ASSURANCE OFFICE
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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 September 28, 2023.

1. Signed Application Letter indicating the position applied for and plantilla item number (if applicable).
2. Fully accomplished and signed 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).
3. Fully accomplished and signed Work Experience Sheet (applicable only for positions requiring experience as an attachment to CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph).
4. Performance Rating in the last rating period (if applicable).
5. Photocopy of authenticated Certificate of Eligibility or Board Rating/License (if applicable).
6. Photocopy of authenticated Transcript of School Records.
7. Photocopy of authenticated Present and Previous Employment Certificates or Service Record (if applicable).
8. Photocopy of authenticated Certificates of Trainings/Seminars (if applicable).
9. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation gender identity and expression (SOGIE).

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

**DR. NORBERTO C. OLAVIDES**

President

Palompon Institute of Technology

Evangelista St., Palompon, Leyte

op@pit.edu.ph

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