

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

o: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the PIT- Tabango Campus in the CSC website:

  
HAIDE O. MARQUEZ  
HRMO

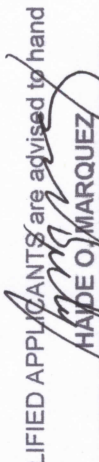
Date: November 6, 2018

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	
1	Administrative Aide VI	PITB-ADA6-5-2012	6	172,080.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours training	Relevant MC 11 s. 1986 Career-Service (Sub-professional) First Level Eligibility	HRMO

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 November 29, 2018.

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. 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 HRMO  
Evangelista St., Poblacion, Palompon, Leyte  
mrnpc\_tabango@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.