

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

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of PIT-Tabango Campus in the CSC website:

**EUTIQUIO A. PERNIS**  
(Head of Agency)

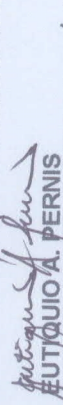
Date: August 15, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards			Eligibility	Competency (if applicable)	Place of Assignment
					Education	Training	Experience			
1	Administrative Assistant II	PITB-ADAS2-1-2012	8	195,384.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	1 year relevant experience	4 hours relevant training	Relevant MC 11 s. 1996 Career Service (Subprofessional) 1st Level		Budget Office
2	Administrative Aide III	PITB-ADA3-13-2004	3	142,968.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	Relevant MC 11 s. 1996 Career Service (Subprofessional) 1st Level		Campus Directors Office
3	Farm Worker I	PITB-FAWK1-3-2000	2	134,400.00	High School Graduate	None Required	None Required	None Required		IGP & P
4	Administrative Aide I	PITB-ADA1-7-2004	1	126,120.00	Must be able to read and write	None Required	None Required	None Required		OSA

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 12, 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 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:

  
**EUTIQUIO A. PERNIS**  
Campus Director  
Otabon, Tabango, Leyte  
[mrvnpc\\_tabango@yahoo.com](mailto:mrvnpc_tabango@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.