

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: January 23, 2024

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	Administrative Officer V (Administrative Officer III)	PITB-ADOF5-1-2023	18	46,725.00	Bachelor's Degree (but preferably a Registered Engineer or its allied fields)	8 hours of relevant training (preferably in BOSH SO2, COSH SO2, Basic Life Support with AED, and Advanced Safety Training)	2 years of relevant experience (preferably as Occupational Safety and Health Practitioner)	Career Service (Professional)/Second Level Eligibility	*Exemplifying Integrity and Professionalism *Delivering Service Excellence *Interpersonal Skills *Flexibility *Records Management *Creativity *Commitment *Innovation *Institutional Social Responsibility and Moral Obligation *Exceeding Expectations	Auxiliary and General Services

2	Administrative Officer V (Administrative Officer III)	PITB-ADOF5-3-2023	18	46,725.00	Bachelor's Degree	8 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)	2 years of relevant experience (preferably as Bids and Awards Secretary)	Career Service (Professional)/Second Level Eligibility	*Exemplifying Integrity and Professionalism *Delivering Service Excellence *Interpersonal Skills *Flexibility *Records Management *Creativity *Commitment *Innovation *Institutional Social Responsibility and Moral Obligation *Exceeding Expectations	Procurement Unit
3	Administrative Officer V (Cashier III)	PITB-ADOF5-4-2023	18	46,725.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience (preferably in a government agency)	Career Service (Professional)/Second Level Eligibility	*Exemplifying Integrity and Professionalism *Delivering Service Excellence *Interpersonal Skills *Flexibility *Records Management *Creativity *Commitment *Innovation *Institutional Social Responsibility and Moral Obligation *Exceeding Expectations	Cashier's Office

4	Administrative Officer V (Records Officer III)	PITB-ADOF5-5-2023	18	46,725.00	Bachelor's Degree	8 hours of relevant training (preferably has attended NAP and GROAP Seminar-Training Workshop and salient features of R.A. 9470)	2 years of relevant experience (preferably in a government agency)	Career Service (Professional)/Second Level Eligibility	*Exemplifying Integrity and Professionalism *Delivering Service Excellence *Interpersonal Skills *Flexibility *Records Management *Creativity *Commitment *Innovation *Institutional Social Responsibility and Moral Obligation *Exceeding Expectations	Records Office
5	Administrative Officer V (Administrative Officer III)	PITB-ADOF5-6-2023	18	46,725.00	Bachelor's Degree (preferably with Masteral Units)	8 hours of relevant training (preferably on Quality Management System)	2 years of relevant experience (preferably in a Quality Assurance Office)	Career Service (Professional)/Second Level Eligibility	*Exemplifying Integrity and Professionalism *Delivering Service Excellence *Interpersonal Skills *Flexibility *Records Management *Creativity *Commitment *Innovation *Institutional Social Responsibility and Moral Obligation *Exceeding Expectations	Institute Quality Assurance Office

6	Administrative Officer V (Budget Officer III)	PITB-ADOF5-18-2004	18	46,725.00	Bachelor's Degree relevant to the job (preferably Bachelor's Degree in Accountancy)	8 hours of relevant training (preferably has attended e-NGAS)	2 years of relevant experience	Career Service (Professional)/Second Level Eligibility	*Exemplifying Integrity and Professionalism *Delivering Service Excellence *Interpersonal Skills *Flexibility *Records Management *Creativity *Commitment *Innovation *Institutional Social Responsibility and Moral Obligation *Exceeding Expectations	Budget Office
7	Internal Auditor II	PITB-IAUD2-20-2023	15	36,619.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/Second Level Eligibility	*Exemplifying Integrity and Professionalism *Delivering Service Excellence *Interpersonal Skills *Flexibility *Records Management *Creativity *Commitment *Innovation *Institutional Social Responsibility and Moral Obligation *Exceeding Expectations	Internal Audit Services Office

8	Administrative Officer IV (HRMO II)	PITB-ADOF4-6-2023	15	36,619.00	Bachelor's Degree (preferably with units in Master of Management or Law)	4 hours of relevant training (preferably has attended ORA-OHRA, RRACCS, Enhanced Leave Administration Course for Effectiveness)	1 year of relevant experience (preferably in a Human Resource Management Unit of a government agency)	Career Service (Professional)/Second Level Eligibility	*Exemplifying Integrity and Professionalism *Delivering Service Excellence *Interpersonal Skills *Flexibility *Records Management *Creativity *Commitment *Innovation *Institutional Social Responsibility and Moral Obligation *Exceeding Expectations	Human Resource Management Office
9	Administrative Officer III (Records Officer II)	PITB-ADOF3-5-2023	14	33,843.00	Bachelor's Degree (preferably with units in Master of Management or Law)	4 hours of relevant training (preferably in ORA-OHRA and any CSC Leadership and Management Trainings)	1 year of relevant experience (preferably in a Human Resource Management Unit of a government agency)	Career Service (Professional)/Second Level Eligibility	*Exemplifying Integrity and Professionalism *Delivering Service Excellence *Interpersonal Skills *Flexibility *Records Management *Creativity *Commitment *Innovation *Institutional Social Responsibility and Moral Obligation *Exceeding Expectations	Human Resource Management Office

10	Administrative Officer III (Records Officer II)	PITB-ADOF3-6-2023	14	33,843.00	Bachelor's Degree	4 hours of relevant training (preferably has attended procurement management training)	1 year of relevant experience (preferably in Procurement Services of a government agency)	Career Service (Professional)/Second Level Eligibility	*Exemplifying Integrity and Professionalism *Delivering Service Excellence *Interpersonal Skills *Flexibility *Records Management *Creativity *Commitment *Innovation *Institutional Social Responsibility and Moral Obligation *Exceeding Expectations	Procurement Unit
11	Administrative Officer III (Cashier II)	PITB-ADOF3-7-2023	14	33,843.00	Bachelor's Degree	4 hours of relevant training (preferably has attended COA trainings on Cash Management)	1 year of relevant experience (preferably in a government agency)	Career Service (Professional)/Second Level Eligibility	*Exemplifying Integrity and Professionalism *Delivering Service Excellence *Interpersonal Skills *Flexibility *Records Management *Creativity *Commitment *Innovation *Institutional Social Responsibility and Moral Obligation *Exceeding Expectations	Cashier's Office

12	Administrative Officer III (Records Officer II)	PITB-ADOF3-8-2023	14	33,843.00	Bachelor's Degree (preferably with units in Master of Management or Law)	4 hours of relevant training (preferably in ORA-OHRA, PRIME-HRM Level II, and any CSC Leadership and Management Trainings)	1 year of relevant experience (preferably in a Human Resource Management Unit of a government agency)	Career Service (Professional)/Second Level Eligibility	*Exemplifying Integrity and Professionalism *Delivering Service Excellence *Interpersonal Skills *Flexibility *Records Management *Creativity *Commitment *Innovation *Institutional Social Responsibility and Moral Obligation *Exceeding Expectations	Human Resource Management Office
13	Administrative Officer III (Supply Officer II)	PITB-ADOF3-9-2023	14	33,843.00	Bachelor's Degree	4 hours of relevant training (preferably has attended procurement, supply management, housekeeping and property inventory and disposal in a government agency)	1 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	*Exemplifying Integrity and Professionalism *Delivering Service Excellence *Interpersonal Skills *Flexibility *Records Management *Creativity *Commitment *Innovation *Institutional Social Responsibility and Moral Obligation *Exceeding Expectations	Property and Supply Management Office

14	Administrative Officer II (Administrative Officer I)	PITB-ADOF2-10-2023	11	27,000.00	Bachelor's Degree	None required	None required (but preferably in a Quality Assurance Office)	Career Service (Professional)/Second Level Eligibility	*Exemplifying Integrity and Professionalism *Delivering Service Excellence *Interpersonal Skills *Flexibility *Records Management *Creativity *Commitment *Innovation *Institutional Social Responsibility and Moral Obligation *Exceeding Expectations	Institute Quality Assurance Office
15	Administrative Officer II (Administrative Officer I)	PITB-ADOF2-11-2023	11	27,000.00	Bachelor's Degree	None required	None required	Career Service (Professional)/Second Level Eligibility	*Exemplifying Integrity and Professionalism *Delivering Service Excellence *Interpersonal Skills *Flexibility *Records Management *Creativity *Commitment *Innovation *Institutional Social Responsibility and Moral Obligation *Exceeding Expectations	Accounting Office

16	Administrative Officer II (Budget Officer I)	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	*Exemplifying Integrity and Professionalism *Delivering Service Excellence *Interpersonal Skills *Flexibility *Records Management *Creativity *Commitment *Innovation *Institutional Social Responsibility and Moral Obligation *Exceeding Expectations	Budget Office
17	Administrative Officer II (HRMO I)	PITB-ADOF2-3-2011	11	27,000.00	Bachelor's Degree (preferably Bachelor's Degree in Industrial Technology or Information Technology)	None required	None required	Career Service (Professional)/Second Level Eligibility	*Exemplifying Integrity and Professionalism *Delivering Service Excellence *Interpersonal Skills *Flexibility *Records Management *Creativity *Commitment *Innovation *Institutional Social Responsibility and Moral Obligation *Exceeding Expectations	Human Resource Management Office

18	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)	*Exemplifying Integrity and Professionalism *Delivering Service Excellence *Interpersonal Skills *Flexibility *Records Management *Creativity *Commitment *Innovation *Institutional Social Responsibility and Moral Obligation *Exceeding Expectations	Guidance Office
19	Administrative Officer I (Cashier I)	PITB-ADOF1-7-2023	10	23,176.00	Bachelor's Degree	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	*Exemplifying Integrity and Professionalism *Delivering Service Excellence *Interpersonal Skills *Flexibility *Records Management *Creativity *Commitment *Innovation *Institutional Social Responsibility and Moral Obligation *Exceeding Expectations	Cashier's Office

20	Administrative Officer I (Supply Officer I)	PITB-ADOF1-8-2023	10	23,176.00	Bachelor's Degree	None required	None required (but preferably in a government agency)	Career Service (Professional)/Second Level Eligibility	*Exemplifying Integrity and Professionalism *Delivering Service Excellence *Interpersonal Skills *Flexibility *Records Management *Creativity *Commitment *Innovation *Institutional Social Responsibility and Moral Obligation *Exceeding Expectations	Property and Supply Management Office
21	Administrative Assistant III (Secretary II)	PITB-ADAS3-5-2023	9	21,211.00	Completion of two years studies in college (preferably with units in Master of Management or Law)	4 hours of relevant training (preferably in ORA-OHRA, PRIME-HRM Level II, and any CSC Leadership and Management Trainings)	1 year of relevant experience (preferably in a Human Resource Management Unit of a government agency)	Career Service (Subprofessional)/First Level Eligibility	*Exemplifying Integrity and Professionalism *Delivering Service Excellence *Interpersonal Skills *Flexibility *Records Management *Creativity *Commitment *Innovation *Institutional Social Responsibility and Moral Obligation *Exceeding Expectations	Human Resource Management Office

22	Administrative Assistant III (Senior Bookkeeper)	PITB-ADAS3-6-2023	9	21,211.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/First Level Eligibility	*Exemplifying Integrity and Professionalism *Delivering Service Excellence *Interpersonal Skills *Flexibility *Records Management *Creativity *Commitment *Innovation *Institutional Social Responsibility and Moral Obligation *Exceeding Expectations	Accounting Office
23	Administrative Assistant II (Administrative Assistant)	PITB-ADAS2-4-2023	8	19,744.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/First Level Eligibility	*Exemplifying Integrity and Professionalism *Delivering Service Excellence *Interpersonal Skills *Flexibility *Records Management *Creativity *Commitment *Innovation *Institutional Social Responsibility and Moral Obligation *Exceeding Expectations	Auxiliary and General Services

24	Administrative Assistant II (Budgeting Assistant)	PITB-ADAS2-5-2023	8	19,744.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) I/First Level Eligibility	*Exemplifying Integrity and Professionalism *Delivering Service Excellence *Interpersonal Skills *Flexibility *Records Management *Creativity *Commitment *Innovation *Institutional Social Responsibility and Moral Obligation *Exceeding Expectations	Budget Office
25	Administrative Assistant II (Cash Clerk III)	PITB-ADAS2-6-2023	8	19,744.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) I/First Level Eligibility	*Exemplifying Integrity and Professionalism *Delivering Service Excellence *Interpersonal Skills *Flexibility *Records Management *Creativity *Commitment *Innovation *Institutional Social Responsibility and Moral Obligation *Exceeding Expectations	Cashier's Office

26	Administrative Assistant II (Clerk IV)	PITB-ADAS2-7-2023	8	19,744.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/First Level Eligibility	*Exemplifying Integrity and Professionalism *Delivering Service Excellence *Interpersonal Skills *Flexibility *Records Management *Creativity *Commitment *Innovation *Institutional Social Responsibility and Moral Obligation *Exceeding Expectations	Office of the President
27	Administrative Assistant II (Clerk IV)	PITB-ADAS2-8-2023	8	19,744.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience (preferably in a government agency)	Career Service (Sub-professional)/First Level Eligibility	*Exemplifying Integrity and Professionalism *Delivering Service Excellence *Interpersonal Skills *Flexibility *Records Management *Creativity *Commitment *Innovation *Institutional Social Responsibility and Moral Obligation *Exceeding Expectations	Property and Supply Management Office

28	Administrative Aide VI (Clerk III)	PITB-ADA6-10-2023	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessiona I)/First Level Eligibility	*Exemplifying Integrity and Professionalism *Delivering Service Excellence *Interpersonal Skills *Flexibility *Records Management *Creativity *Commitment *Innovation *Institutional Social Responsibility and Moral Obligation *Exceeding Expectations	Office of the President
29	Administrative Aide VI (Clerk III)	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 (Subprofessiona I)/First Level Eligibility	*Exemplifying Integrity and Professionalism *Delivering Service Excellence *Interpersonal Skills *Flexibility *Records Management *Creativity *Commitment *Innovation *Institutional Social Responsibility and Moral Obligation *Exceeding Expectations	College and Board Secretary Office

30	Administrative Aide VI (Clerk III)	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)	*Exemplifying Integrity and Professionalism *Delivering Service Excellence *Interpersonal Skills *Flexibility *Records Management *Creativity *Commitment *Innovation *Institutional Social Responsibility and Moral Obligation *Exceeding Expectations	Vice President for Administration and Finance Office
31	Administrative Aide VI (Clerk III)	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)	*Exemplifying Integrity and Professionalism *Delivering Service Excellence *Interpersonal Skills *Flexibility *Records Management *Creativity *Commitment *Innovation *Institutional Social Responsibility and Moral Obligation *Exceeding Expectations	Office of the Chief Administrative Officer

32	Administrative Aide VI (Clerk III)	PITB-ADA6-14-2023	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) I/First Level Eligibility	*Exemplifying Integrity and Professionalism *Delivering Service Excellence *Interpersonal Skills *Flexibility *Records Management *Creativity *Commitment *Innovation *Institutional Social Responsibility and Moral Obligation *Exceeding Expectations	Accounting Office
33	Administrative Aide VI (Clerk III)	PITB-ADA6-15-2023	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) I/First Level Eligibility	*Exemplifying Integrity and Professionalism *Delivering Service Excellence *Interpersonal Skills *Flexibility *Records Management *Creativity *Commitment *Innovation *Institutional Social Responsibility and Moral Obligation *Exceeding Expectations	Budget Office

34	Administrative Aide VI (Clerk III)	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	*Exemplifying Integrity and Professionalism *Delivering Service Excellence *Interpersonal Skills *Flexibility *Records Management *Creativity *Commitment *Innovation *Institutional Social Responsibility and Moral Obligation *Exceeding Expectations	Gender and Development Office
35	Administrative Aide VI (Clerk III)	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	*Exemplifying Integrity and Professionalism *Delivering Service Excellence *Interpersonal Skills *Flexibility *Records Management *Creativity *Commitment *Innovation *Institutional Social Responsibility and Moral Obligation *Exceeding Expectations	Human Resource Management Office

36	Administrative Aide VI (Clerk III)	PITB-ADA6-9-2023	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessiona I)/First Level Eligibility	*Exemplifying Integrity and Professionalism *Delivering Service Excellence *Interpersonal Skills *Flexibility *Records Management *Creativity *Commitment *Innovation *Institutional Social Responsibility and Moral Obligation *Exceeding Expectations	Institute 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 February 2, 2024.

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.
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.
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.