

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: February 02, 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	ADMINISTRATIVE OFFICER I	PITB-ADOF1-7-2010	10	23,176.00	Bachelor's Degree relevant to the job preferably holder of B.S. in Accountancy or its allied/related fields	None required	None required	Career Service (Professional) Second Level Eligibility	*Attention to detail *Achievement orientation *Communication skills *Computer skills *Writing skills	Accounting Office
2	INSTRUCTOR I (Social Science)	PITB-INST1-20-1998	12	29,165.00	Master's Degree in the area of specialization or its allied/related fields	None required	None required	None Required; RA1080 (for courses requiring BAR or BOARD Eligibility)	*Monitoring and evaluating *Report preparation and documentation *Problem-solving skills *Information education and communication *Knowledge of related regulations and procedures of government agencies *Mobilizing for responsive community development *Process management	College of Arts and Sciences

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 12, 2023.

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 authenticated Certificate of Eligibility/Rating/License (if applicable).
4. Photocopy of authenticated Transcript of School Records.
5. Photocopy of authenticated Present and Previous Employment Certificates (if applicable).
6. Photocopy of authenticated Certificates of Trainings/Seminars (if applicable).
7. 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.**