

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:

  
**DEANE N. MENDOZA**  
OIC-HRMO

Date: February 27, 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	Accountant II	PITB-A2-6-2023	16	39,672.00	Bachelor's degree in Commerce / Business Administration major in Accounting	Four (4) hours of relevant training  (preferably has attended PICPA Seminar-Training Workshop)	One (1) year of relevant experience  (preferably in a government agency)	RA 1060	N/A	PIT Tabango (Accounting Unit)
2	Administrative Officer IV (Budget Officer II)	PITB-ADOF4-5-2023	15	36,619.00	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience  (preferably in a government agency)	Career Service (Professional)/ Second Level Eligibility	N/A	PIT Tabango (Budget Unit)
3	Administrative Officer III (Cashier II)	PITB-ADOF3-4-2023	14	33,843.00	Bachelor's Degree	Four (4) hours of relevant training  (preferably has attended COA trainings on Cash Management)	One (1) year of relevant experience  (preferably from a Cash Unit in a government agency)	Career Service (Professional)/ Second Level Eligibility	N/A	PIT Tabango (Cash Unit)
4	Administrative Officer I (Records Officer I)	PITB-ADOF1-19-2004	10	23,176.00	Bachelor's Degree	None required	None required	Career Service (Professional)/ Second Level Eligibility	N/A	PIT Tabango (Records Unit/ MIS Unit)
5	Administrative Assistant III (Senior Bookkeeper)	PITB-ADAS3-4-2023	9	21,211.00	Completion of two years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience  (preferably with background in bookkeeping)	Career Service (Subprofessional)/ First Level Eligibility	N/A	PIT Tabango (Accounting Unit)

6	Administrative Assistant II (Property Custodian)	PITB-ADAS2-2-2023	8	19,744.00	Completion of two years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience  (preferably in a government agency)	Career Service (Sub-professional)/First Level Eligibility	N/A	PIT Tabango (Supply and Property Management Unit)
7	Administrative Assistant II (Disbursing Officer II)	PITB-ADAS2-3-2023	8	19,744.00	Completion of two years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Subprofessional)/First Level Eligibility	N/A	PIT Tabango (Cash Unit)
8	Administrative Assistant I (Computer Operator I)	PITB-ADAS1-9-2023	7	18,620.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional)/Data Encoder (MC 11, s. 96 - Cat. I) First Level Eligibility	N/A	PIT Tabango (Procurement Unit)
9	Administrative Aide VI (Clerk III)	PITB-ADA6-4-2023	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/First Level Eligibility	N/A	PIT Tabango (Campus Director's Office)
10	Administrative Aide VI (Clerk III)	PITB-ADA6-5-2023	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/First Level Eligibility	N/A	PIT Tabango (General Services & Planning Unit)
11	Administrative Aide VI (Clerk III)	PITB-ADA6-6-2023	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/First Level Eligibility	N/A	PIT Tabango (Human Resource Management Unit)
12	Administrative Aide VI (Clerk III)	PITB-ADA6-7-2023	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/First Level Eligibility	N/A	PIT Tabango (Accounting Unit)
13	Administrative Aide VI (Clerk III)	PITB-ADA6-8-2023	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/First Level Eligibility	N/A	PIT Tabango (Administrative Services Office)

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 March 06, 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](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:

**EUTIQUIO A. PERNIS**

Campus Director

Palompon Institute of Technology - Tabango

Sitio Otabon, Poblacion, Tabango, Leyte

[pit.tabango@pit.edu.ph](mailto:pit.tabango@pit.edu.ph)

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

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