

2	ADMINISTRATIVE AIDE VI (CLERK III) (anticipated vacancy)	PITB-ADA6-2-2006	6	16877	Completion of two years studies in College	None Required	None Required	Career Service (SubProfessional) First Level Eligibility	*Attention to detail *Achievement orientation *Communication skills *Computer skills *Writing skills	Registrar's Office
3	ADMINISTRATIVE AIDE III (DRIVER I)	PITB-ADA3-14-2011	3	14125	Elementary Graduate	None Required	None Required	Professional Driver's License (MC II, s. 1996, Cat. II)	*Attention to detail *Achievement orientation *Communication skills *Computer skills *Writing skills	Auxiliary General Services

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 April 14, 2022.

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;
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:

DIANA VERONICA B. MONTEJO

Administrative Officer V for HRMO

Evangelista St., Palompon, Leyte

pit.hrmo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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 VERÓNICA B. MONTEJO
URMO

Date: April 04, 2022

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 IV (MAA) (anticipated vacancy)	PITB-ADOF4-22-2004	15	35097	Bachelor's Degree	16 hours of relevant training	3 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	Internal Audit Services