


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: May 08, 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	PROJECT DEVELOPMENT OFFICER I	PITB-PDO1-10-2023	11	27,000.00	Bachelor's Degree relevant to the job  (preferably Bachelor's Degree in Computer Science, Information Technology, Computer Engineering,	None required	None required	Career Service (Professional)/ Second Level Eligibility	N/A	INSTITUTIONAL PLANNING AND PROJECT DEVELOPMENT OFFICE

2	ADMINISTRATIVE OFFICER I (RECORDS OFFICER I)	PITB-ADOF1-20-2004	10	23,176.00	Bachelor's Degree  (preferably in Information Technology or its allied fields)	None required  (but preferably in software and web development)	None required  (but preferably in software and web development)	Career Service (Professional)/ Second Level Eligibility	N/A	HUMAN RESOURCE MANAGEMENT OFFICE
3	ADMINISTRATIVE ASSISTANT I (SECRETARY I)	PITB-ADAS1-26-2013	7	18,620.00	Completion of two years studies in college  (preferably with units in Master of Management)	None required  (but preferably attended trainings on Records Management)	None required  (but preferably with experience in a government agency)	Career Service (Subprofessional)/ First Level Eligibility	N/A	HUMAN RESOURCE MANAGEMENT OFFICE

4	ADMINISTRATIVE AIDE VI (CLERK III)	PITB-ADA6-17-2023	6	17,553.00	Completion of two years studies in college  (preferably in Industrial Engineering)	None required	None required	Career Service (Subprofession al)/First Level Eligibility	N/A	HUMAN RESOURCE MANAGEMENT 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 May 18, 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:

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.**