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:

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Date:	N	lay 08,	2024	

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No.	(Parenthetical Title, if applicable)	Plantilla Item No.	Job/ Pay Grade	Monthly Salary	Education	Training	Experience	Eligibility	Competency applicable)	(if	Place of Assignment
1	PROJECT DEVELOPMENT OFFICER	PITB-PD01-10-2023	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		INSTITUTION AL PLANNING AND PROJECT DEVELOPME NT OFFICE

2	ADMINISTRATIVE OFFICER I (RECORDS OFFICER I)	PITB-ADOF1-20- 2004	10	Bachelor's Degree (preferably in Information Technology or its allied fields)		None required (but preferably in software and web development)	Career Service (Professional)/ Second Level Eligibility		HUMAN RESOURCE MANAGEMEN T OFFICE
3	ADMINISTRATIVE ASSISTANT I (SECRETARY I)	PITB-ADAS1-26- 2013	ng g	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 (Subprofession al)/ First Level Eligibility	N/A	HUMAN RESOURCE MANAGEMEN T OFFICE

demonstration 4	di.	ADMINISTRATIVE AIDE VI PITB-ADA6-17-2023	6	17,553.00	Completion of	None required	None required	Career Service	HUMAN
The succession of		(CLERK III)			two years			(Subprofession	RESOURCE
and and a second					studies in			al)/First Level	MANAGEMEN
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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.
- 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
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President
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Palompon Institute of Technology
Evangelista St., Palompon, Leyte
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op@pit.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.