


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: June 05, 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 *Anticipated Vacancy	PITB-ADOF1-19-2004	10	23,176.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second level Eligibility	<ul style="list-style-type: none"> <li>- Exemplifying Integrity and Professionalism</li> <li>- Delivering Service Excellence</li> <li>- Interpersonal Skills</li> <li>- Flexibility</li> <li>- Records Management</li> <li>- Creativity</li> <li>- Commitment</li> <li>- Innovative</li> <li>- Institutional Social Responsibility and Moral Obligation</li> <li>- Exceeding Expectations</li> </ul>	Cashier's 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 June 15, 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 certificate of eligibility/rating/license; and
  4. Photocopy of Transcript of Records.
5. This office 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:

  
DEANE N. MENDOZA  
OIC-HRMO Designate  
Otabon, Poblacion, Tabango, Leyte  
[pit.tabango@pit.edu.ph](mailto:pit.tabango@pit.edu.ph)

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