

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
HRMO

Date: July 14, 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	Instructor I (Hospitality Management)	PITB-INST1-7-2020	12	27,608	Master's Degree in the area of specialization or its allied/related fields	None Required	None Required	None Required; RA1080 (for courses requiring BAR or BOARD Eligibility)	*Monitoring and evaluating *Report preparation and documentation *Problem-solving skills *Information education and communication *Knowledge of related regulations and procedures of government agencies *Mobilizing for responsive community development *Process management	College of Arts and Sciences

2	Instructor I (Hospitality Management)	PITB-INST1-12-2020	12	27,608	Master's Degree in the area of specialization or its allied/related fields	None Required	None Required	None Required; RA1080 (for courses requiring BAR or BOARD Eligibility)	*Monitoring and evaluating *Report preparation and documentation *Problem-solving skills *Information education and communication *Knowledge of related regulations and procedures of government agencies *Mobilizing for responsive community development *Process management	College of Arts and Sciences
3	Instructor I (Social Science)	PITB-INST1-18-2002	12	27,608	Master's Degree in the area of specialization or its allied/related fields	None Required	None Required	None Required; RA1080 (for courses requiring BAR or BOARD Eligibility)	*Monitoring and evaluating *Report preparation and documentation *Problem-solving skills *Information education and communication *Knowledge of related regulations and procedures of government agencies *Mobilizing for responsive community development *Process management	College of Arts and Sciences
4	Instructor I (Marine Biology)	PITB-INST1-9-2018	12	27,608	Master's Degree in the area of specialization or its allied/related fields	None Required	None Required	None Required; RA1080 (for courses requiring BAR or BOARD Eligibility)	*Monitoring and evaluating *Report preparation and documentation *Problem-solving skills *Information education and communication *Knowledge of related regulations and procedures of government agencies *Mobilizing for responsive community development *Process management	College of Arts and Sciences

5	Instructor I (Marine Biology)	PITB-INST1-15-2020	12	27,608	Master's Degree in the area of specialization or its allied/related fields	None Required	None Required	None Required; RA1080 (for courses requiring BAR or BOARD Eligibility)	*Monitoring and evaluating *Report preparation and documentation *Problem-solving skills *Information education and communication *Knowledge of related regulations and procedures of government agencies *Mobilizing for responsive community development *Process management	College of Arts and Sciences
6	Instructor I (Business Administration)	PITB-INST1-17-2020	12	27,608	Master's Degree in the area of specialization or its allied/related fields	None Required	None Required	None Required; RA1080 (for courses requiring BAR or BOARD Eligibility)	*Monitoring and evaluating *Report preparation and documentation *Problem-solving skills *Information education and communication *Knowledge of related regulations and procedures of government agencies *Mobilizing for responsive community development *Process management	College of Arts and Sciences
7	Instructor I (Mechanical Technology)	PITB-INST1-11-2020	12	27,608	Master's Degree in the area of specialization or its allied/related fields	None Required	None Required	None Required; RA1080 (for courses requiring BAR or BOARD Eligibility)	*Monitoring and evaluating *Report preparation and documentation *Problem-solving skills *Information education and communication *Knowledge of related regulations and procedures of government agencies *Mobilizing for responsive community development *Process management	College of Technology and Engineering

8	Instructor I (Automotive)	PITB-INST1-13-2020	12	27,608	Master's Degree in the area of specialization or its allied/related fields	None Required	None Required	None Required; RA1080 (for courses requiring BAR or BOARD Eligibility)	*Monitoring and evaluating *Report preparation and documentation *Problem-solving skills *Information education and communication *Knowledge of related regulations and procedures of government agencies *Mobilizing for responsive community development *Process management	College of Technology and Engineering
9	Instructor I (Industrial Engineering)	PITB-INST1-14-2020	12	27,608	Master's Degree in the area of specialization or its allied/related fields	None Required	None Required	None Required; RA1080 (for courses requiring BAR or BOARD Eligibility)	*Monitoring and evaluating *Report preparation and documentation *Problem-solving skills *Information education and communication *Knowledge of related regulations and procedures of government agencies *Mobilizing for responsive community development *Process management	College of Technology and Engineering
10	Instructor I (Mechanical Engineering)	PITB-INST1-18-2020	12	27,608	Master's Degree in the area of specialization or its allied/related fields	None Required	None Required	None Required; RA1080 (for courses requiring BAR or BOARD Eligibility)	*Monitoring and evaluating *Report preparation and documentation *Problem-solving skills *Information education and communication *Knowledge of related regulations and procedures of government agencies *Mobilizing for responsive community development *Process management	College of Technology and Engineering

11	Guidance Counselor I	PITB-GUIDC1-2-1999	11	25,439	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	*Exemplifying Integrity and Professionalism *Delivering Service Excellence *Interpersonal Skills *Flexibility *Records Management *Creativity *Commitment *Innovation *Institutional Social Responsibility and Moral Obligation *Exceeding Expectations	Guidance Office
12	Administrative Officer I (anticipated vacancy)	PITB-ADOF1-4-2011	10	22,190	Bachelor's Degree	None Required	None Required	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	Office of the President

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 July 24, 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 authenticated Certificate of Eligibility/Rating/License (if applicable).
4. Photocopy of authenticated Transcript of School Records.
5. Photocopy of authenticated Present and Previous Employment Certificates (if applicable).
6. Photocopy of authenticated Certificates of Trainings/Seminars (if applicable).
7. 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.