

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: August 02, 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 Aide VI (Mechanic II)	PITB-ADA6-9-2011	6	16,877.00	High School Graduate or Completion of relevant vocational/trade course with a TESDA NC-II or any related competencies	None required	None required	Mechanic (MC No. 11, s. 1996, Category I)	*Attention to detail *Achievement orientation *Communication skills *Computer skills *Writing skills	Auxiliary General Services
2	Administrative Aide IV (Clerk II) (anticipated vacancy)	PITB-ADA4-7-2007	4	14,993.00	Completion of two-year studies in college	None required	None required	Career Service (Sub-Professional) / First Level Eligibility	*Attention to detail *Achievement orientation *Communication skills *Computer skills *Writing skills	General Administrative and Support Services

3	Administrative Aide IV (Clerk II) (anticipated vacancy)	PITB-ADA4-11-2010	4	14,993.00	Completion of two-year studies in college	None required	None required	Career Service (Sub-Professional) / First Level Eligibility	*Attention to detail *Achievement orientation *Communication skills *Computer skills *Writing skills	General Administrative and Support Services
4	Administrative Aide III (Clerk I) (anticipated vacancy)	PITB-ADA3-8-2006	3	14,125.00	Completion of two-year studies in college	None required	None required	Career Service (Sub-Professional) / First Level Eligibility	*Attention to detail *Achievement orientation *Communication skills *Computer skills *Writing skills	General Administrative and Support 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 August 12, 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](http://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.**