

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:

Adela Santos

 DIANA VERONICA B. MONTEJO
 HRMO

Date: December 21, 2020

No	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment	Remarks
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Instructor I (Physical Education)	PITB-INST1-1- 2020	12	24,495.00	Master's Degree in the area of specialization or its allied/related fields (must be a Master of Arts in Education major in PE)	None required	None required	None Required RA 1080 (For courses BAR or BOARD eligibility)	*Monitoring and evaluating *Report preparation and documentation *Problem solving skills *Information education and communications *Knowledge of related regulations and procedures of government agencies *mobilizing for responsive community development *Process management	College of Arts and Sciences	For applicants with special needs shall indicate in their application letters the kind of special assistance they need, like assistance of Special Education Practitioners, Braille Professions and the like.
2	Instructor I (Business Administration)	PITB-INST1-2- 2020	12	24,495.00	Master's Degree in the area of specialization or its allied/related fields (must be a Master of Management; Licensed Certified Public Accountant)	None required	None required	None Required RA 1080 (For courses BAR or BOARD eligibility)	*Monitoring and evaluating *Report preparation and documentation *Problem solving skills *Information education and communications *Knowledge of related regulations and procedures of government agencies *mobilizing for responsive community development *Process management	College of Arts and Sciences	
3	Instructor I (English)	PITB-INST1-3- 2020	12	24,495.00	Master's Degree in the area of specialization or its allied/related fields (must be a Master's Degree holder major in English)	None required	None required	None Required RA 1080 (For courses BAR or BOARD eligibility)	*Monitoring and evaluating *Report preparation and documentation *Problem solving skills *Information education and communications *Knowledge of related regulations and procedures of government agencies *mobilizing for responsive community development *Process management	College of Teacher Education	

4	Instructor I (English)	PITB-INST1-3- 2020	12	24,495.00	Master's Degree in the area of specialization or its allied/related fields (must be a Master's Degree holder major in English)	None required	None required	None Required RA 1080 (For courses BAR or BOARD eligibility)	*Monitoring and evaluating *Report preparation and documentation *Problem solving skills *Information education and communications *Knowledge of related regulations and procedures of government agencies *Motilizing for responsive community development *Process management	College of Teacher Education
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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 January 18, 2021.

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 certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

NORBERTO C. OLAVIDES

President

Evangelista St., Palompon, Leyte

pit_suc@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.