

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: April 29, 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	EDUCATION PROGRAM SPECIALIST (anticipated vacancy)	PITB-EPS1-2-1998	12	27608	Bachelor's Degree relevant to the job	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	Research Services

2	ADMINISTRATIVE AIDE IV (CLERK II) (anticipated vacancy)	PITB-ADA4-1-2016	4	14993	Completion of two years studies in College	None Required	None Required	Career Service (SubProfessional) First Level Eligibility	*Attention to detail *Achievement orientation *Communication skills *Computer skills *Writing skills	Registrar'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 May 9, 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).

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.