

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 by the CSC website:

Date: _____

HAIDE O. MARQUEZ
PRMO

No.	Position Title (Parenthetical Title, if any)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment	Remarks
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Administrative Aide IV (Storekeeper I)	PTB-ADA-1- 2016	4	12,674.00	Elementary School Graduate	None required	None required	None required (MC 11 s. 96-Cat. III)	<ul style="list-style-type: none"> * Attention to detail * Achievement * Organization * Communication Skills * Computer Skills * Writing Skills 	General Administrative and Support Services	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	Administrative Aide IV	PTB-ADA-11- 2004	4	12,674.00	*Must be able to read and write / Elementary School Graduate ** High School graduate of Completion of relevant vocational / trade course *** Completion of two-year studies in college or High School Graduate with relevant vocational / trade course studies	None required	None required	Relevant MC 11 s. 1996 Career Service (Sup-professional) / First Level Eligibility	<ul style="list-style-type: none"> * Attention to detail * Achievement * Organization * 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 November 15, 2018.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at
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:

HAIDE O. MARQUEZ
Administrative Officer for HRM / A/ing./D/O/AS
Evangelista St., Palompon, Leyte
hmarquez@pit.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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Electronic copy to be submitted to the CSC FO
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HAIDE O. MARQUEZ
YRMO

3	Administrative Aide VI	PTB-ADA6-3-2006	6	14,340.00	*Must be able to read and write / Elementary School Graduate / High School graduate of completion of relevant vocational / trade course *** Completion of two-year studies in college or High School Graduate with relevant vocational / trade course studies	1 year relevant experience	4 hours relevant training	Relevant MC 11 s, 1996 Career Service (Sub-professional) / First Level Eligibility	<ul style="list-style-type: none"> • Exemplifying Integrity and Professionalism • Delivering Service Excellence • Interpersonal Skills • Flexibility • Records Management • Creativity • Commitment • Innovation • Institutional Social Responsibility and Moral Obligation • Exceeding Expectations 	General Administrative and Support Services	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.
4	Dormitory Manager II	PTB-DORMG2-1-2003	11	20,179.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> • Exemplifying Integrity and Professionalism • Delivering Service Excellence • Interpersonal Skills • Flexibility • Records Management • Creativity • Commitment • Innovation • Institutional Social Responsibility and Moral Obligation • Exceeding Expectations 	General Administrative and Support Services	

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HAIDE O. MARAÑEZ
HRMO

5	Guidance Counselor I	PITB-GUIDC1-2-1999	11	19,620.00	Master's Degree in Guidance and Counseling or any allied discipline	None required	None required	RA 9258	<ul style="list-style-type: none">• 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	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.
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