


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:

  
**DEANE N. MENDOZA**  
OIC-HRMO

Date: February 22, 2024


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 Officer V (Administrative Officer III)	PITB-ADOF5-2-2023	18	46,725.00	Bachelor's Degree  (preferably with Master's Degree)	Eight hours of relevant training  (preferably in CSC Leadership and Management)	Two (2) years of relevant experience  (preferably in the Administrative Services in a government agency)	Career Service (Professional)/ Second Level Eligibility	N/A	SUPPORT STAFF UNDER THE OFFICE OF THE DIRECTOR OR CHANCELLOR
2	Administrative Officer III (Supply Officer II)	PITB-ADOF3-3-2023	14	33,843.00	Bachelor's Degree	Four hours of relevant training	One (1) year of relevant experience  (preferably in a government agency)	Career Service (Professional)/ Second Level Eligibility	N/A	GENERAL SERVICES & PROCUREMENT UNIT
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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 March 03, 2024.

- Signed Application Letter indicating the position applied for and plantilla item number (if applicable).
- Fully accomplished and signed 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).
- Fully accomplished and signed Work Experience Sheet (applicable only for positions requiring experience as an attachment to CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph).

4. Performance Rating in the last rating period (if applicable).
5. Photocopy of authenticated Certificate of Eligibility or Board Rating/License (if applicable).
6. Photocopy of authenticated Transcript of School Records.
7. Photocopy of authenticated Present and Previous Employment Certificates or Service Record (if applicable).
8. Photocopy of authenticated Certificates of Trainings/Seminars (if applicable).
9. 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:

  
**EUTQUIO A. PERNIS**

\_\_\_\_\_  
Campus Director

\_\_\_\_\_  
Palompon Institute of Technology - Tabango

\_\_\_\_\_  
Sitio Otabon, Poblacion, Tabango, Leyte

\_\_\_\_\_  
pit.tabango@pit.edu.ph

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**