

Republic of the Philippines
PALOMPON INSTITUTE OF TECHNOLOGY
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Palompon Institute of Technology in the CSC website:

NORBERTO C. OLAVIDES
SUC President III
Date: 06/18/2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay	Annual Salary	Qualification Standards						Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Security Guard II	PTTB-SECG2-1-2003	5	161,772.00	High School Graduate	None required	None required	Security Guard License (MC 11, s. - Cal. II)	1. Can think strategically and create. 2. Can lead change. 3. Can build collaborative, inclusive working relationships. 4. Patrols, guards and secures property and grounds. 5. Monitors assigned areas for possible violation of laws and regulations and issues citations when appropriate.	CSU	
2	Supervising Administrative Officer	PTTB-SADOF-1-2006	22	704,604.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	1. Can think strategically and create. 2. Can lead change. 3. Can build collaborative, inclusive working relationships. 4. Can manage performance and coaching for results. 5. Can create and nurture a high performing organization.	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 October 30, 2018.

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 present position for one (1) year (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
SUC President III
Evangalista St., Palompon, Leyte
pit_suc@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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Electronic copy to be submitted to the CSC FO
must be in MS Excel format

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					Education	Training	Experience	Eligibility		
Anticipated Vacancy										
3	Chief Administrative Officer	PITB-CADOF-6-2004	24	879,588.00	Masteral Degree	24 hours of training in management and supervision	4 years in positions involving management and supervision	Career Service (Professional) Second Level Eligibility	1. Can think strategically and creative. 2. Can lead change. 3. Can build collaborative, inclusive working relationships. 4. Can manage performance and coaching for results. 5. Can create and nurture a high performing organization.	General Administrative and Support Services
4	Administrative Officer IV	PITB-ADOF-4-1-2011	15	348,120.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		General Administrative and Support Services
5	Administrative Officer IV	PITB-ADOF-4-21-2004	15	348,120.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		General Administrative and Support Services
6	Administrative Aide VI	PITB-ADA6-3-2006	6	172,080.00	Bachelor's degree	None required	None required	Career Service (Subprofessional) First Level Eligibility		General Administrative and Support Services

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