

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: 7/19/2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay	Annual Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Chief Administrative Officer	PITB-CADOF-6-2004	24	879,588.00	Masteral Degree	40 hours of training in management and supervision	4 years in position/s involving management and supervision	Career Service (Professional) Second Level Eligibility	1. Can think strategically and change. 2. Can lead 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
2	Administrative Officer IV	PITB-ADOF4-1-2011	15	348,120.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		General Administrative and Support Services
3	Administrative Officer IV	PITB-ADOF4-21-2004	15	348,120.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		General Administrative and Support Services
4	Administrative Aide VI	PITB-ADA6-3-2006	6	172,080.00	Completion of two (2) years in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		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

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 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
Evangelista St., Palompon, Leyte
pit_suc@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.