

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: January 27, 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 | MEDICAL OFFICER III (under Contract of Service) | Not Applicable | 21 | 60901 | Doctor of Medicine | None Required | None Required | RA 1080 (Physician) | *Exemplifying Integrity and Professionalism *Delivering Service Excellence *Interpersonal Skills *Flexibility *Records Management *Creativity *Commitment *Innovative *Institutional Social Responsibility and Moral Obligation *Exceeding Expectations | Medical and Dental Clinic Services |
| 2 | ADMINISTRATIVE OFFICER IV (MAA) (anticipated vacancy) | PITB-ADOF4-22-2004 | 15 | 33575 | Bachelor's Degree | 16 hours of relevant training | 3 years of relevant experience | Career Service (Professional) Second Level Eligibility | *Exemplifying Integrity and Professionalism *Delivering Service Excellence *Interpersonal Skills *Flexibility *Records Management *Creativity *Commitment *Innovative *Institutional Social Responsibility and Moral Obligation *Exceeding Expectations | Internal Audit Services |

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|---|--|--------------------|----|-------|--|------------------------------|-------------------------------|--|--|----------------------------------|
| 3 | GUIDANCE COUNSELOR I | PITB-GUIDC1-2-1999 | 11 | 23877 | Master's Degree in Guidance and Counseling or in any allied discipline | None Required | None Required | RA 9258 | * Exemplifying Integrity and Professionalism * Delivering Service Excellence * Interpersonal Skills * Flexibility * Records Management * Creativity * Commitment * Innovation * Institutional Social Responsibility and Moral Obligation * Exceeding Expectations | Guidance Services |
| 4 | ADMINISTRATIVE ASSISTANT I - 07 (anticipated vacancy) | PITB-ADAS1-27-2013 | 7 | 17179 | Completion of two years studies in college | 4 hours of relevant training | 1 year of relevant experience | Career Service (Subprofessional) First Level Eligibility | *Attention to detail *Achievement orientation *Communication skills *Computer skills *Writing skills | Human Resource Management Office |
| 5 | ADMINISTRATIVE AIDE VI (Clerk III) (anticipated vacancy) | PITB-ADA6-2-2006 | 6 | 16200 | 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 |
| 6 | ADMINISTRATIVE AIDE IV (Driver II) (anticipated vacancy) | PITB-ADA4-10-2004 | 4 | 14400 | Elementary School Graduate | None Required | None Required | Driver License (MC 11, s. 96 - Cat. II) | *Attention to detail *Achievement orientation *Communication skills *Computer skills *Writing skills | Auxiliary General 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 February 6, 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 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:


DIANA VERSNICA B. MONTEJO
 Administrative Officer V for HRMO
 Evangelista St., Palompon, Leyte 6538
pit.hrmo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.