

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: March 02, 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment	Remarks
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Instructor I (Mechanical Technology)	PITB-INST1-11-2021	12	26,052.00	Master Degree Holder with a BS in Mechanical Engineering/BS in Industrial Education or a BS in Industrial Technology major in Machine Shop; with an Tesda NC II Holder; with 18 professional education units (if possible)	None required	None required	None Required RA 1080 (For courses BAR or BOARD eligibility)	*Monitoring and evaluating *Report preparation and documentation *Problem solving skills *Information education and communications *Knowledge of related regulations and procedures of government agencies *mobilizing for responsive community development *Process management	College of Technology and Engineering	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 (Clerk II)	PITB-ADA4-7-2007	4	14,400.00	*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 (Sub-professional) / First Level Eligibility	*Attention to detail *Achievement orientation *Communication skills *Computer skills *Writing skills	General Administrative and Support Services	

3	Administrative Aide IV (Clerk II)	PITB-ADA4-7-2007	4	14,400.00	*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 (Sub-professional) / First Level Eligibility	*Attention to detail *Achievement orientation *Communication skills *Computer skills *Writing skills	General Administrative and Support Services
4	Administrative Aide I	PITB-ADA1-5-2007	1	12,034.00	*Must be able to read and write / Elementary School Graduate	None required	None required	None required	*Attention to detail *Achievement orientation *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 March 22, 2021.

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:

NORBERTO C. OLAVIDES

President

Evangelista St., Palompon, Leyte

pit_suc@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.