

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 15, 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 IV (ADMINISTRATIVE OFFICER II)	PITB-ADOF4-1-2011	15	36,619.00	Bachelor's Degree	4 hours of relevant training (preferably on Cash Management)	1 year of relevant experience (preferably from a government agency)	Career Service (Professional)/ Second Level Eligibility	N/A	Cashier's Office

2	GUIDANCE COUNSELOR II	PITB-GUIDC2-2-2011	12	29,165.00	Master's Degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	Guidance Office
3	ADMINISTRATIVE OFFICER I (RECORDS OFFICER I)	PITB-ADOF1-20-2004	10	23,176.00	Bachelor's Degree (preferably in Information Technology or its allied fields)	None required (but preferably in software and web development)	None required (but preferably in software and web development)	Career Service (Professional)/ Second Level Eligibility	N/A	Human Resource Management Office
4	ADMINISTRATIVE ASSISTANT I (SECRETARY I)	PITB-ADAS1-27-2013	7	18,620.00	Completion of two years studies in college (preferably major in English or its allied fields)	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	Human Resource Management Office

5	ADMINISTRATIVE AIDE VI (CLERK III)	PITB-ADA6-2-2006	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofession al)/ First Level Eligibility	N/A	Property and Supply Management
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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 25, 2024.

1. Signed Application Letter indicating the position applied for and plantilla item number (if applicable).
2. 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.
3. 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.
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:

DR. NORBERTO C. OLAVIDES

 President

 Palompon Institute of Technology

 Evangelista St., Palompon, Leyte

 op@pit.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.