

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: April 22, 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	Administrative Aide IV (Clerk II)	PITB-ADA4-12-2010	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	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 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	Canteen 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 May 7, 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](http://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**  
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 President  
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 Evangelista St., Palompon, Leyte  
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[plt\\_suc@yahoo.com](mailto:plt_suc@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.