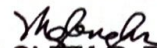


Republic of the Philippines  
**PALOMPON INSTITUTE OF TECHNOLOGY**  
Request for Publication of Vacant Positions

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:

  
**MARIA GLETA B. BUGHAO**  
HRMO

Date: 10-Jun-21

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	<b>Instructor I (English)</b>	PITB-INST1-1-2021	12	26,052.00	Master's Degree in the Area of Specialization or it's allied/related fields	None Required	None Required	None Required  RA 1080 (For courses Bar or Board eligibility)	<ul style="list-style-type: none"> <li>*Monitoring and evaluating</li> <li>*Report preparation and documentation</li> <li>*Problem solving skills</li> <li>*Information education and communications</li> <li>*Knowledge of related regulations and procedures of government agencies</li> <li>*mobilizing for responsive community development</li> <li>*Process management</li> </ul>	General and Teacher Education Department

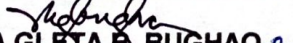
2	<b>Instructor I (Fisheries)</b>	PITB-INST1-2- 2021	12	26,052.00	Master's Degree in the Area of Specialization or it's allied/related fields	None Required	None Required	None Required  RA 1080 (For courses Bar or Board eligibility)	*Monitoring and evaluating *Report preparation and documentation *Problem solving skills *Information education and communications *Knowledge of related regulations and procedures of government agencies *mobilizing for responsive community development *Process management	Technology Department
3	<b>Instructor I (Hospitality Management)</b>	PITB-INST1-3- 2021	12	26,052.00	Master's Degree in the Area of Specialization or it's allied/related fields	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	Technology Department
4	<b>Instructor I (Architecture)</b>	PITB-INST1-4- 2021	12	26,052.00	Master's Degree in the Area of Specialization or it's allied/related fields	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	Technology Department

5	<b>Administrative Officer II (Accountant I)</b>	PITB-ADOF2-21-2004	11	23,877.00	BS Accountancy/ BS Commerce major in Accounting	None Required	None Required	RA 1080 CPA	- Exemplifying Integrity and Professionalism - Delivering Service Excellence - Interpersonal Skills - Flexibility - Records Management - Creativity - Commitment - Innovative - Institutional Social Responsibility and Moral Obligation - Exceeding Expectations	Accounting Office
6										
7										
8										
9										
10										

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 June 25, 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:

  
**MARIA GLEJA B. BUGHAO**  
 Acting Head, AS/ HRMO Designate  
 Otabon, Poblacion, Tabango, Leyte  
[mrvnpc\\_tabango@yahoo.com](mailto:mrvnpc_tabango@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**