

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: August 05, 2020

No	Position Title (Parenthetical Title, if any)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment	Remarks
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Supervising Administrative Officer (Supervising Development Management Officer)	PITB-SADOF-1-2006	22	66,887.00	Bachelor's Degree relevant to the job	16 hours relevant training	3 year's relevant experience	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> Thinking strategically and creatively Formulating and integrating Development Plan Leading Change Building Collaborative and inclusive working relationship Managing performance and coaching for results Creating and nurturing a high performance organization 	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 Officer I (Records Officer I)	PITB-ADOF1-2004	10	20,219.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> Exemplifying integrity and Professionalism Delivering Service Excellence Interpersonal Skills Flexibility Records Management Creativity Commitment Innovation Institutional Social Responsibility and Moral Obligation Exceeding Expectations 	General Administrative and Support Services	
3	Administrative Assistant I (Human Resource Management Assistant)	PITB-ADAS1-26-2013	7	16,458.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	None required	None required	Relevant MC 11, s. 1996 Career Service (Sub-Professional) / First Level Eligibility	<ul style="list-style-type: none"> 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 August 24, 2020.

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; mercy.pantano@pit.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.