

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:


HAIDE O. MARQUEZ

HRMO

Date:

September 02, 2019

No.	Position Title (Parenthetical Title, if	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment	Remarks
					Education	Training	Experience	Eligibility			
1	Instructor I (Garments)	PITB-INST1-9-2018	12	22,938.00	Master's Degree in the area of specialization or its 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	Industrial Technology Department	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	PITB-ADOF1-4-2011	10	19,233.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	*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 Aide IV	PITB-ADA4-10-2010	4	13,214.00	*Must be able to read and write / Elementary School Graduate ** High School graduate or 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	

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 September 20, 2019.

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

SUC President III

Evangelista St., Palompon, Leyte

pit_suc@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.