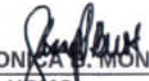


Republic of the Philippines  
**PALOMPON INSTITUTE OF TECHNOLOGY**  
 Request for Publication of Vacant Positions

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 VERÓNICA B. MONTEJO  
 HRMO  
 Date: \_\_\_\_\_  
 October 08, 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 VI (Mechanic II)	PITB-ADA6-9-2011	6	16,200.00	High School Graduate or Completion of relevant vocational/trade course with a TESDA NC-II or any related competencies.	None required	None required	Mechanic (MC No. 11, s. 1996, Category I)	*Attention to detail *Achievement orientation *Communication skills *Computer skills *Writing skills	Auxiliary General Services	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.

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 October 18, 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**  
 \_\_\_\_\_  
 President  
 \_\_\_\_\_  
 Evangelista St., Palompon, Leyte  
 \_\_\_\_\_  
 op@pit.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.