

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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. ABENDAN
HRMO

Date: October 28, 2021

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	Instructor I (Filipino)	PITB-INST1-2-2015	12	26,052.00	Master's Degree in the Area of Specialization or it's allied/related fields	None Required	None Required	None Required	*Monitoring and evaluating 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	General Education Department

2	Instructor I (Machine Shop)	PITB-INST1-9-2010	12	26,052.00	Master's Degree in the Area of Specialization or it's allied/related fields	None Required	None Required	None Required	*Monitoring and evaluating preparation and documentation *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	General Education Department
3	Instructor I (Social Science)	PITB-INST1-5-2015	12	26,052.00	Master's Degree in the Area of Specialization or it's allied/related fields	None Required	None Required	None Required	*Monitoring and evaluating preparation and documentation *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	General Education Department
4										
5										
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 November 12, 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;

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 GLETA B. ABENDAN 

Acting Head, AS/ HRMO Designate

Otabon, Poblacion, Tabango, Leyte

pit.tabango@pit.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.