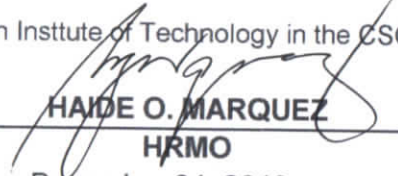


Electronic copy to be submitted to the CSC FO
must be in MS Excel format

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:


HAIDE O. MARQUEZ
HRMO

Date: December 04, 2019

| No. | Position Title (Parenthetical Title, if | 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) (anticipated vacancy) | PITB-SADOF-1- 2006 | 22 | 65,319.00 | 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 IV (Accountant II) | PITB-ADOF4-21- 2004 | 15 | 30,531.00 | Bachelor's Degree relevant to the job | 4 hours relevant training | 1 year relevant experience | 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 | Guidance Counselor I | PITB-GUIDC1-2-1999 | 11 | 20,754.00 | Master's Degree in Guidance and Counseling or in any allied discipline | None required | None required | RA 9258 | <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 | Guidance Office |
| 4 | Dormitory Manager II | PITB-DORMG2-1-2003 | 11 | 20,754.00 | 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 |

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 December 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.