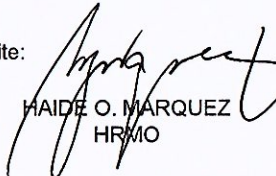


Republic of the Philippines
PALOMPON INSTITUTE OF TECHNOLOGY
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Palompon Institute of Technology in the CSC website:


HAIDE O. MARQUEZ
HRMO

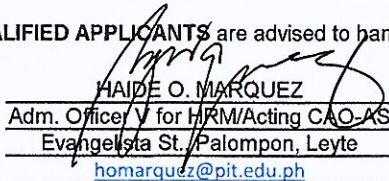
Date: 03/05/2019

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay	Annual Salary	Qualification Standards					Place of Assignment	Remarks
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Administrative Aide VI	PITB-ADA6-12-2011	6	14,340.00	*Must be able to read and write / Elementary School Graduate ** High School graduate of Completion of relevant vocational / trade course *** Completion of two-year studies in college or High School Graduate with relevant vocational / trade course studies	1 year relevant experience	4 hours relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional) / First Level Eligibility	1. Attention to detail; 2. Achievement orientation; 3. Communication skills; 4. Computer skills; 5. Writing skills.	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.

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 March 20, 2018.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at
2. Performance rating in the present position for one (1) year (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:


HAIDE O. MARQUEZ
Adm. Officer V for HRM/Acting CAO-AS
Evangelista St., Palompon, Leyte
homarquez@pit.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.