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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 VERONICA B. MONTEJO
HRMO

Date: October 16, 2023

| 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 (Hospitality Management) | PITB-INST1-7-2018 | 12 | 29,165.00 | Master's Degree in the area of specialization or its allied/related fields | None Required | None Required | None Required; RA1080 (for courses requiring BAR or BOARD Eligibility) | *Monitoring and evaluating *Report preparation and documentation *Problem-solving skills *Information education and communication *Knowledge of related regulations and procedures of government agencies *Mobilizing for responsive community development *Process management | COLLEGE OF ARTS AND SCIENCES |
| 2 | Administrative Assistant I (Anticipated Vacancy) | PITB-ADAS1-8-2010 | 7 | 18,620.00 | Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course | None required | None required | Career Service (Sub-Professional)/ First 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 | ACCOUNTING UNIT |

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 26, 2023**.

1. Signed Application Letter indicating the position applied for and plantilla item number (if applicable).
2. Fully accomplished and signed Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph.
3. Fully accomplished and signed Work Experience Sheet (applicable only for positions requiring experience as an attachment to CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph.
4. Performance Rating in the last rating period (if applicable).
5. Photocopy of authenticated Certificate of Eligibility or Board Rating/License (if applicable).
6. Photocopy of authenticated Transcript of School Records.
7. Photocopy of authenticated Present and Previous Employment Certificates or Service Record (if applicable).
8. Photocopy of authenticated Certificates of Trainings/Seminars (if applicable).
9. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position **without discrimination** regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those **with diverse** sexual orientation gender identity and expression (SOGIE).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

DR. NORBERTO C. OLAVIDES

President

Palompon Institute of Technology

Evangelista St., Palompon, Leyte

op@pit.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.