

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 18, 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	Accountant III	PITB-A3-9-2023	19	51,357.00	Bachelor's Degree in Accountancy / Commerce / Business Administration Major in Accounting	Eight hours of relevant training (preferably has attended LARGE and e-NGAS)	Two years of relevant experience (preferably in government agency)	RA 1080 (Certified Public Accountant)	*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 28, 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.