

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: \_\_\_\_\_

No.	Position Title (Parenthetical Title, if any)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment	Remarks
					Education	Training	Experience	Eligibility			
1	Instructor I (Mechanical Engineering)	PITB-INST1-2-2011	12	22,149.00	Master's Degree in the area of specialization or its allied/related fields	None required	None required	None Required (For courses BAR or BOARD eligibility)	*Monitoring and evaluating *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	Industrial Technology Department	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	Instructor I (Industrial Engineering)	PITB-INST1-3-2011	12	22,149.00	Master's Degree in the area of specialization or its allied/related fields	None required	None required	None Required (For courses BAR or BOARD eligibility)		Industrial Engineering Department	

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 January 22, 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](http://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:

**HAIDE O. MARQUEZ**  
Administrative Officer V/for HRM / Acting CAC/AS  
Evangelsita St., Palompon, Leyte  
[homarquez@pit.edu.ph](mailto:homarquez@pit.edu.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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					Education	Training	Experience	Eligibility			
3	Instructor I (Marine Engineering)	PITB-INST1-4-2009	12	22,149.00	Master's Degree in the area of specialization or its allied/related fields	None required	None required	None Required RA 1090 (For courses BAR or BOARD eligibility)	*Monitoring and evaluating *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	Marine Engineering Department	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 Professors and the like.
4	Instructor I (Social Science)	PITB-INST1-13-2016	12	22,149.00	Master's Degree in the area of specialization or its allied/related fields	None required	None required	None Required RA 1090 (For courses BAR or BOARD eligibility)		Senior High School Department	

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**HAIDE O. MARQUEZ**  
Administrative Officer for HRM/ Acting CHCOAS  
Evan Gelista St., Palompon, Leyte  
[homarquez@pit.edu.ph](mailto:homarquez@pit.edu.ph)

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					Education	Training	Experience	Eligibility			
5	Instructor I (HRM)	PTB-INST-1-23-2016	12	22,149.00	Master's Degree in the area of specialization or its allied/related fields	None required	None required	None Required	RA 1080 (For courses BAR or BOARD eligibility)	HRM Department	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.
6	Instructor I (Education)	PTB-INST-1-17-2016	12	22,149.00	Master's Degree in the area of specialization or its allied/related fields	None required	None required	None Required	RA 1080 (For courses BAR or BOARD eligibility)	Basic Teacher Education Department	

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 January 22, 2019.

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**HAIDE O. MARQUEZ**  
Administrative Officer V for HRM / Acting CAG-AS  
Evangalista St., Palompon, Leyte  
[hormarquez@pit.edu.ph](mailto:hormarquez@pit.edu.ph)

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					Education	Training	Experience				
1	Instructor I (Garments)	PITB-INST1-5- 2018	12	22,149.00	Masters Degree in the area of specialization or its allied/related fields	None required	None required	None Required RA 1080 (For courses BAR or BOARD eligibility)	*Monitoring and evaluating *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	College of Education	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 January 18,

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](http://www.csc.gov.ph);
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