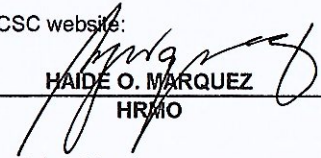


Republic of the Philippines
PALOMPON INSTITUTE OF TECHNOLOGY
Request for Publication of Vacant Positions

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

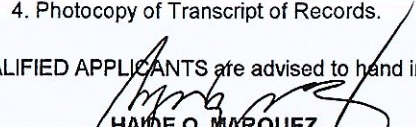
Date: 29-Apr-19

No.	Position Title (Parenthetical Title, if any)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment	Remarks
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Chief Administrative Officer	PITB-CADOF-6-2004	24	83,406.00	Masteral Degree	40 hours relevant training	4 years relevant experience	Career Service (Prof.) Second Level Eligibility	*Thinking strategically and Creatively *Formulating and Integrating Development Plan *Leading Change *Building Collaborative and Inclusive Working Relationships *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	PITB-ADOF4-1-2011	15	30,531.00	Bachelor's Degree relevant to the job	4 hours relevant training	1 year of relevant experience	Career Service (Prof.) Second Level Eligibility	*Exemplifying Integrity and Professionalism *Delivering Service Excellence *Interpersonal Skills *Flexibility *Records Management *Creativity *Commitment *Innovative *Institutional Social Responsibility and Moral Obligation *Exceeding Expectations		

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 May 14, 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:

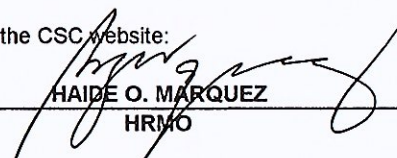

HAIDE O. MARQUEZ
Administrative Officer V for HRM / Acting CAO-AS
Evangalista St./Palompon, Leyte
homarquez@pit.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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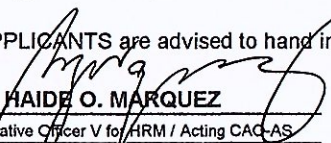
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					Education	Training	Experience	Eligibility			
3	Administrative Officer IV	PITB- ADOF4-21- 2004	15	30,531.00	Bachelor's Degree relevant to the job	4 hours relevant training	1 year of relevant experience	Career Service (Prof.) Second Level Eligibility	*Exemplifying Integrity and Professionalism *Delivering Service Excellence *Interpersonal Skills *Flexibility *Records Management *Creativity *Commitment *Innovative *Institutional Social Responsibility and Moral Obligation *Exceeding Expectations	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.
4	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	*Exemplifying Integrity and Professionalism *Delivering Service Excellence *Interpersonal Skills *Flexibility *Records Management *Creativity *Commitment *Innovative *Institutional Social Responsibility and Moral Obligation *Exceeding Expectations		

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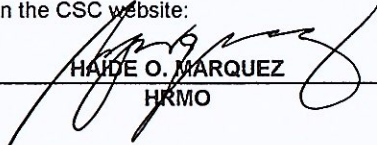

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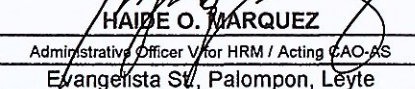
Date: April 29, 2019

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)		
5	Administrative Aide VI	PITB-ADA6- 12-2011	6	14,847.00	Must be able to read and write / Elementary School Graduate ** High School graduate or Completion of relevant vocational / trade course *** Completion of two-year studies in College or High School Graduate with relevant vocational / trade course studies	4 hours relevant training	1 year relevant experience	Relevant MC 11 s. 1996 Career Service (Sub- professional) / First Level Eligibility	*Attention to detail *Achievement orientation *Communication skills *Computer skills *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.
6	Administrative Aide IV	PITB-ADA4-12- 2010	4	13,214.00	Must be able to read and write / Elementary School Graduate ** High School graduate or Completion of relevant vocational / trade course *** Completion of two-year studies in College or High School Graduate with relevant vocational / trade course studies	None required	None required	Relevant MC 11 s. 1996 Career Service (Sub- professional) / First Level Eligibility	*Attention to detail *Achievement orientation *Communication skills *Computer skills *Writing skills		

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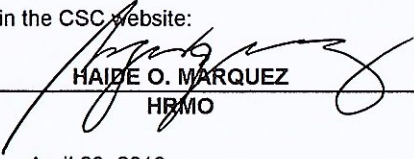

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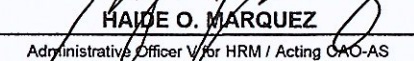
Date: April 29, 2019

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)		
7	Administrative Aide IV (Storekeeper I)	PITB-ADA4-1- 2016	4	13,214.00	must be able to read and write / Elementary School Graduate ** High School graduate or Completion of relevant vocational / trade course *** Completion of two-year studies in College or High School Graduate with relevant vocational / trade course studies	None required	None required	Relevant MC 11, s. 1996 Career Service (Sub-professional) / First Level Eligibility	*Attention to detail *Achievement orientation *Communication skills *Computer skills *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.

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