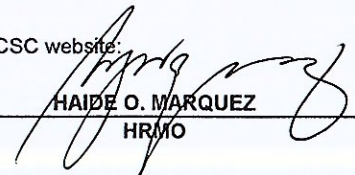


Republic of the Philippines  
**PALOMPON INSTITUTE OF TECHNOLOGY**  
Request for Publication of Vacant Positions

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: May 22, 2019

No.	Position Title (Parenthetical Title, if	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment	Remarks
					Education	Training	Experience	Eligibility			
1	Registrar III	PITB-R3-1-1998	18	40,637.00	Bachelor's Degree	8 hours relevant training	2 years relevant experience	Career Service (Professional) Second Level Eligibility	* Thinking strategically and creatively * Formulating and integrating Development Plan * Leading Change * Building Collaborative and inclusive working relationship * Managing performance and coaching for results * Creating and nurturing a high performing organization * Demonstrating integrity and Professionalism * Delivering Service Excellence * Interpersonal Skills * Flexibility * Records Management * Creativity * Commitment * Innovation * Institutional Social Responsibility and Moral Obligation * Goodwill	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	Dormitory Manager II	PITB-DORMG2-1- 2003	11	20,754.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	* Attention to detail *Achievement orientation *Communication skills *Computer skills *Writing skills	General Administrative and Support Services	
3	Administrative Aide III (Anticipated vacancy)	PITB-ADA3-8- 2006	3	12,466.00	*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		General Administrative and Support Services	

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 June 10, 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 CAO-AS  
Evangelista St., Palompon, Leyte  
[homarquez@pit.edu.ph](mailto:homarquez@pit.edu.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.