June 20, 2019

HAILE O. MARQUEZ

must be in MS Exect format.

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

Date:

Te: CIVIL SERVICE COMMISSION (CSC)

CS Form No. 9

Revised 2018

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: /

	Position Title (Parenthetica) Title, if	Plantilla Item	Şalary/	Monthly	Qualification Standards						
¥o.		Nc.	Job/ Pay Grade	Salary	Education	Training	Experience	Elgibility	Competency (if applicable)	- Place of Assignment	Remarks
i	Administrative Officer I	PI7B-420F1-7- 2010	10	P19233.00	Bachelon's Degree relevant fo the job	None required	Kano required	Caraer Service (Professional) Second Lovel Eligibility	T 1944Pht/thr_holginy on: Preferational Backter Spontences "Interpartence State "Records Management Creatively Convictment Creatively Convictment "Interpretion: Social Response billy and Ware Oblighton	Gauero Administrativa 2nd Support Services	
2	Admir statva Aido VI (Anticipzied vecencies)	PITB-ACIA6-1- 2006	6	P14,847.00	"Yust bo allo to tote and with / Elsmanking School (secture "High editoro grouwan or Domplétion of netware without and those source "Completion of two year hind exit in Volges on Ligh Scheol Chaduste with referent wooddor of Yand course shudeet	4 kours relevant reining	1 yoar rolavant sxperience	Relevant MC 11, s. 1996 Current Service (Sub- professionel) / Finst Lavel Eligibility	"Alic that to cetall "Achievement orientation "Communication skills "Computer skills "Nytting skills	Seneral Administrative and Support Service	For spplicents with special needs sha indicate in their apolication letters the kind of special assistance they need, Tke assistance of Special Education Practitioners, Braillo Professions and the fike.
3	Administrative Alde VI	≷ T8-40A5-7- 2104	8	P 14,847.30	"West he able to raise and with / Elsmentary School (Indust) "High Some groups of Completion of mission versitizand / Indust sume "Scorp of the of two-year studies in Callege or High School Graduate with relevant subdicinal / bade	4 hours relevant training	1 yəar televant experience	Helavani MD 11, s. 1995 Garcer Sorvico (Sub- professiona) / First Level Eligibility	"Altention to detail "Astriccommut orientation "Communication skills "Computer skills "Writing skills	General Administrative and Support Cervices	

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 July 8, 2019.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport sized picture (CS Form No. 212, Rovised 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 APPL/CANTS are advised to hand in or send through courier/email their application to:

ma 12 HADE O. MARQUEZ Admy history de O'Toor You HRM ! Adding CAC-AS Evangelista SL, Palompon, Leyte homarque?@pit.ed...ph

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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 Insttute of Technology in the CSC website:	
HAIDE O. MARQUEZ	
HRMO	
Date: June 20, 2019	

	Position Title	Plantilla Item	Salary/	Monthly	Qualification Standards						
No.	(Parenthetical Title, if	No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment	Remarks
4	Instructor I (Music)	PITB-INST1-9- 2018	12	22,938.00	Mastor's Degree in the area of specialiization or its allied/related fields	None required	None required	None Required RA 1080 (For courses BAR or BOARD eligibility)		Technology Education 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.
5	Instructor I (Mechanical Engineering)	PITB-INST1-18- 2002	12	22,938.00	Master's Degree in the area of specialiization 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	Mechanical Engineering Department	
6	Instructor I (Electrical Engineering)	PITB-INST1-10- 2018	12	22,938.00	Master's Degree in the area of specialiization or its allied/related fields	None required	None required	None Required RA 1080 (For courses BAR or BOARD eligibility)	inningenera	Electrical Engineering Department	

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HAIDE Ó. MARQUEZ Administrative officer V for ARM / Acting CACAS Evangelista St., Palompon, Leyte homarquez@pit.edu.ph

June 20, 2019

HÁIDE O. MARQUEZ

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	Position Title Plantilla Item S			Monthly			Place of				
No.	(Parenthetical Title, if	No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Assignment	Remarks
1	Instructor I (Mechanical Engineering)	PITB-INST1-3- 2008	12	22,938.00	Master's Degree in the area of specialiization or its allied/related fields	None required	None required	None Required RA 1080 (For courses BAR or BOARD eligibility)		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 (Social Studies)	PITB-INST1-4- 2010	12	22,938.00	Master's Degree in the area of specialiization 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	Social Science Department	
3	Instructor I (Foods)	PITB-INST1-5- 2010	12	22,938.00	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)		Technology Education Department	

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

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June 20, 2019

HANNE O. MARQUEZ

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

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No.	(Parenthetical No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Assignment	Remarks	
1	Administrative Officer I	PITB-ADOF1-7- 2010	10	P19,233.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Exemplaying Integrity and Professionalism Polevering Service Excellence Interpersonal Skills Flexibility Records Management Creativity Commitment Innovation Institutional Social Responsibility and Moral Obligation	General Administrative and Support Services	
2	Administrative Aide VI (Anticipated vacancies)	PITB-ADA6-1- 2006	6	P14,847.00	*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		*Attention to detail *Achievement orientation *Communication skills *Computer skills *Writing skills	General Administrative and Support Services	For applicants with special needs shal indicate in their application letters the kind of special assistance they need, like assistance of Special Education Practitioners, Braille Professions and the like.
3	Administrative Aide IV	PITB-ADA6-7- 2004	6	P14,847.00	*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	Career Service (Sub-	*Attention to detail *Achievement orientation *Communication skills *Computer skills *Writing skills	General Administrative and Support Services	

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To: CIVIL SERVICE COMMISSION (CSC)

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 HAIDE O. MARQUEZ	
HRMO	

Date:

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No.	Parenthetical	No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Assignment	Remarks
4	Administrative Aide VI	PITB-ADA6-8- 2011	6	P14,847.00	*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	
5	Administrative Aide IV	PITB-ADA4-8- 2007	4	P13,214.00	*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.
6	Administrative Aide III	PITB-ADA3-10- 2004	3	P12,466.00	*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	*Attention to detail *Achievement orientation *Communication skills *Computer skills *Writing skills	General Administrative and Support Services	

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mmg HADE O. MARQUEZ

Administrative Officer / for HRM / Acting CAO-AS

Evangelista ≴t., Palompon, Leyte

homarguez@pit.edu.ph