


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:

  
**HILDE O. MARQUEZ**  
HRMO

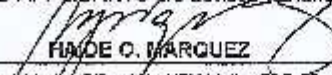
Date: June 20, 2019

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	Administrative Officer I	PTB-ADOI-7-2010	10	P19,233.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> <li>* Polymath Integration</li> <li>* Professionalism</li> <li>* Dealing With Difficulties</li> <li>* Interpersonal Skills</li> <li>* Flexibility</li> <li>* Records Management</li> <li>* Creativity</li> <li>* Commitment</li> <li>* Innovation</li> <li>* Institutional Social Responsibility and Work Engagement</li> <li>* Financial Responsibility</li> </ul>	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 Professionals and the like.
2	Administrative Aide VI (Anticipated vacancies)	PTB-AOA6-I-2008	6	P14,847.00	<ul style="list-style-type: none"> <li>* Must be able to read and write in Elementary School Graduate</li> <li>** High School graduate or Completion of relevant vocational / trade course</li> <li>*** Completion of two-year studies in College or High School Graduate with relevant vocational / trade course studies</li> </ul>	4 hours relevant training	1 year relevant experience	Relevant MC 11, s. 1996 Career Service (Sub-professional) / First Level Eligibility	<ul style="list-style-type: none"> <li>* Attention to detail</li> <li>* Achievement orientation</li> <li>* Communication skills</li> <li>* Computer skills</li> <li>* Writing skills</li> </ul>	General Administrative and Support Services	
3	Administrative Aide VI	PTB-AOA6-I-2004	6	P14,847.00	<ul style="list-style-type: none"> <li>* Must be able to read and write in Elementary School Graduate</li> <li>** High School graduate or Completion of relevant vocational / trade course</li> <li>*** Completion of two-year studies in College or High School Graduate with relevant vocational / trade course studies</li> </ul>	4 hours relevant training	1 year relevant experience	Relevant MC 11, s. 1996 Career Service (Sub-professional) / First Level Eligibility	<ul style="list-style-type: none"> <li>* Attention to detail</li> <li>* Achievement orientation</li> <li>* Communication skills</li> <li>* Computer skills</li> <li>* Writing skills</li> </ul>	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 July 8, 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);
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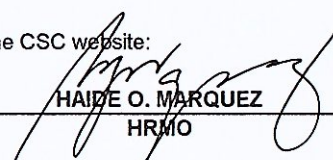
QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

  
**HILDE O. MARQUEZ**  
Administrative Officer for HRM / Acting CHRO  
Evangelista St., Palompon, Leyte  
[hmarquez@pit.edu.ph](mailto:hmarquez@pit.edu.ph)

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					Education	Training	Experience	Eligibility	Competency (if applicable)		
4	Instructor I (Music)	PITB-INST1-9-2018	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)	*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	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 specialization or its allied/related fields	None required	None required	None Required RA 1080 (For courses BAR or BOARD eligibility)		Mechanical Engineering Department	
6	Instructor I (Electrical Engineering)	PITB-INST1-10-2018	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)		Electrical Engineering Department	

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Administrative Officer V for HRM / Acting CAO-AS  
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[homarquez@pit.edu.ph](mailto:homarquez@pit.edu.ph)


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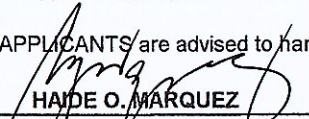
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					Education	Training	Experience	Eligibility	Competency applicable (if applicable)		
1	Instructor I (Mechanical Engineering)	PITB-INST1-3-2008	12	22,938.00	Master's Degree in the area of specialization or its allied/related fields	None required	None required	None Required RA 1080 (For courses BAR or BOARD eligibility)	*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 (Social Studies)	PITB-INST1-4-2010	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)		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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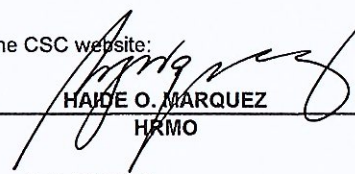
  
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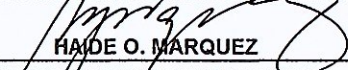
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					Education	Training	Experience	Eligibility			
1	Administrative Officer I	PITB-ADOF1-7-2010	10	P19,233.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	* Exemplifying Integrity and Professionalism * Delivering Service Excellence * Interpersonal Skills * Flexibility * Records Management * Creativity * Commitment * Innovation * 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.
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	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	
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	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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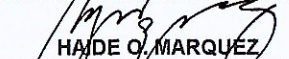
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4	Administrative Aide VI	PITB-ADA6-8-2011	6	P14,847.00	*Must be able to read and write / Elementary School Graduate ** High School graduate or Completion of relevant vocational / trade course *** Completion of two-year studies in College or High School 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	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	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	
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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