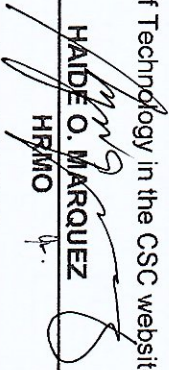


Republic of the Philippines
PALOMPON INSTITUTE OF TECHNOLOGY
Request for Publication of Vacant Positions

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:

Date: August 06, 2019

HAIDE O. MARQUEZ
HRMO

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)
1	Administrative Officer V	PITB-ADOF5-21- 2004	18	P40,637.00	Bachelor's Degree relevant to the job	8 hours relevant training	2 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 relationship * Managing performance and coaching for results * Creating and nurturing a high performance organization	Human Resource Management Office	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	PITB-ADA6-6- 2009	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 training	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.

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 August 21, 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:

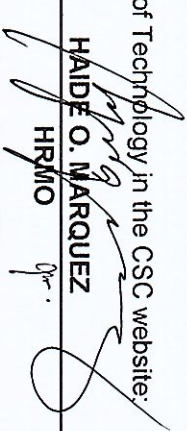
NORBERTO C. OLAVIDES
SUC President III
Evangetista St., Palompon, Leyte
pit_suc@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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3	Administrative Aide IV	PITB-ADA4-7- 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.
4	Administrative Aide IV	PITB-ADA4-9- 2010	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.

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