

Republic of the Philippines
PALOMPON INSTITUTE OF TECHNOLOGY TABANGO CAMPUS
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 Tabango Campus in the CSC website:

MARIA GLETA B. BUGHAO
HRMO Designate

Date: January 12, 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment	Remarks
					Education	Training	Experience	Eligibility	Competency applicable) (if		
1	Administrative Officer IV	PITB-ADOF4-20-2004	15	32,053.00	Bachelor's Degree Relevant to the job	4 hours relevant training	1 year of relevant experience	Career Service Prof. (2nd 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	Administrative 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 January 29, 2021.

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:


MARIA GLETA B. BUGHAO

Acting head, AS/ HRMO Designate

Otabon, Poblacion, Tabango, Leyte

mrvnpc_tabango@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.