

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

  
**DEANE N. MENDOZA**  
OIC HRMO

Date: October 11, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer V	PITB-ADOF5-2-2023	18	46,725.00	Bachelor's Degree relevant to the job (but preferably with Master's Degree)	Eight hours of relevant training (preferably in CSC Leadership and Management)	Two years of relevant experience (preferably in the Administrative Services in a government agency)	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	SUPPORT STAFF UNDER THE OFFICE OF THE DIRECTOR OR CHANCELLOR
2	Accountant II	PITB-A2-6-2023	16	39,672.00	Bachelor's Degree in Accountancy, Commerce / Business Administration major in Accounting	Four hours of relevant training (preferably has attended PICPA Seminar-Training Workshop)	One year of relevant experience (preferably in a government agency)	RA 1080 (Certified Public Accountant)	*Exemplifying Integrity and Professionalism *Delivering Service Excellence *Interpersonal Skills *Flexibility *Records Management *Creativity *Commitment *Innovation *Institutional Social Responsibility and Moral Obligation *Exceeding Expectations	ACCOUNTING UNIT

3	Administrative Officer IV (Budget Officer II)	PITB-ADOF4-5-2023	15	36,619.00	Bachelor's Degree relevant to the job	Four hours of relevant training	One year of relevant experience (preferably in a government agency)	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	BUDGET UNIT
4	Administrative Officer III	PITB-ADOF3-3-2023	14	33,843.00	Bachelor's Degree relevant to the job (but preferably a Registered Engineer or its allied fields)	Four hours of relevant training	One year of relevant experience (preferably in academic and infrastructure planning)	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 SERVICES & PLANNING UNIT
5	Administrative Officer III (Cashier II)	PITB-ADOF3-4-2023	14	33,843.00	Bachelor's Degree relevant to the job	Four hours of relevant training (preferably has attended COA trainings on Cash Management)	One year of relevant experience (preferably from a Cash Unit in a government agency)	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	CASH UNIT

6	Administrative Officer I (Records Officer I)	PITB-ADOF1-19-2004	10	23,176.00	Bachelor's Degree relevant to the job (but preferably in Information Technology or its allied fields)	None required	None required (but preferably in a government agency)	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	RECORDS UNIT/MIS UNIT
7	Administrative Assistant III (Senior Bookkeeper)	PITB-ADAS3-4-2023	9	21,211.00	Completion of two years studies in college (but preferably in Business Management/ Commerce and allied fields)	Four hours of relevant training	One year of relevant experience (preferably in a government agency)	Career Service (Subprofessional)/ First 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	ACCOUNTING UNIT
8	Administrative Assistant II (Property Custodian)	PITB-ADAS2-2-2023	8	19,744.00	Completion of two years studies in college	Four hours of relevant training	One year of relevant experience (preferably in a government agency)	Career Service (Sub-professional)/First 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	SUPPLY AND PROPERTY MANAGEMENT UNIT

9	Administrative Assistant II (Disbursing Officer II)	PITB-ADAS2-3-2023	8	19,744.00	Completion of two years studies in college	Four hours of relevant training	One year of relevant experience (preferably from a Cash Unit in a government agency)	Career Service (Subprofessional)/ First 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	CASH UNIT
10	Administrative Assistant I (Buyer I)	PITB-ADAS1-9-2023	7	18,620.00	Completion of two years studies in college	Four hours of relevant training	One year of relevant experience (preferably in a government agency)	Career Service (Subprofessional)/ First 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	PROCUREMENT UNIT
11	Administrative Aide VI (Clerk III)	PITB-ADA6-4-2023	6	17,553.00	Completion of two years studies in college (but preferably in Information Technology or its allied fields)	None required	None required	Career Service (Subprofessional)/ First 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	SUPPORT STAFF UNDER THE OFFICE OF THE DIRECTOR OR CHANCELLOR

12	Administrative Aide VI (Clerk III)	PITB-ADA6-5-2023	6	17,553.00	Completion of two years studies in college (but preferably in Engineering, Drafting Technology or its allied fields)	None required	None required	Career Service (Subprofessional)/ First 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 SERVICES & PLANNING UNIT
13	Administrative Aide VI (Clerk III)	PITB-ADA6-6-2023	6	17,553.00	Completion of two years studies in college (but preferably in Management, Psychology or its allied fields)	None required	None required	Career Service (Subprofessional)/ First 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	HUMAN RESOURCE MANAGEMENT UNIT
14	Administrative Aide VI (Clerk III)	PITB-ADA6-7-2023	6	17,553.00	Completion of two years studies in college (but preferably in Business Management/ Commerce and allied fields)	None required	None required	Career Service (Subprofessional)/ First 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	ACCOUNTING UNIT
15	Administrative Aide VI (Clerk III)	PITB-ADA6-8-2023	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First 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	ADMINISTRATIVE SERVICES OFFICE

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 October 21, 2023.

1. Signed Application Letter indicating the position applied for and plantilla item number (if applicable).
2. Fully accomplished and signed 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).
3. Fully accomplished and signed Work Experience Sheet (applicable only for positions requiring experience as an attachment to CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph).
4. Performance Rating in the last rating period (if applicable).
5. Photocopy of authenticated Certificate of Eligibility or Board Rating/License (if applicable).
6. Photocopy of authenticated Transcript of School Records.
7. Photocopy of authenticated Present and Previous Employment Certificates or Service Record (if applicable).
8. Photocopy of authenticated Certificates of Trainings/Seminars (if applicable).
9. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation gender identity and expression (SOGIE).

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

  
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**DEANE N. MENDOZA**

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OIC-HRMO

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Palompon Institute of Technology - Tabango

\_\_\_\_\_  
Sitio Otabon, Poblacion, Tabango, Leyte

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[pit.tabango@pit.edu.ph](mailto:pit.tabango@pit.edu.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**