

Republic of the Philippines
EULOGIO "AMANG" RODRIGUEZ INSTITUTE OF TECHNOLOGY
Request for Publication of Vacant Positions

22 MAY 2024

CSC - FO Office of the President

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the EULOGIO "AMANG" RODRIGUEZ INSTITUTE OF TECHNOLOGY in the CSC website:

AMPARO M. MORALES, RGC, RPm
HRMO

Date: 05/22/2024


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	Vocational Instruction Supervisor II	EARISTB-VOCIS2-1-1998	17	43,030.00	Bachelor's degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	PBET/Teacher/RA 1080 Career Service (Professional) Second Level Eligibility		Quality Assurance Unit
2	Vocational Instruction Supervisor I	EARISTB-VOCIS1-1-1998	16	39,672.00	Bachelor's degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	PBET/Teacher/RA 1080 Career Service (Professional) Second Level Eligibility		Quality Assurance Unit
3	Guidance Counselor III	EARISTB-GUIDC3-1-1998	13	31,320.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Registered Guidance Counselor)		Guidance Services
4	Education Program Specialist I	EARISTB-EPS1-1-1998	12	29,165.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		Research Development and Production Services
5	Administrative Officer II (Budget Officer I)	EARISTB-ADOF2-13-2004	11	27,000.00	Bachelor's degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility		Budget Unit

6	Administrative Officer I (Cashier I)	EARISTB-ADOF1-17-2004	10	23,176.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		Cash Unit
7	Administrative Officer I (Supply Officer I)	EARISTB-ADOF1-18-2004	10	23,176.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		Supply and Property Management Unit
8	Administrative Aide VI (Clerk III)	EARISTB-ADA6-20-2004	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Registrar's Office
9	Administrative Aide IV (Driver II)	EARISTB-ADA4-31-2004	4	15,586.00	Elementary School Graduate	None required	None required	Driver's License (MC 11, s.96 - Cat. II)		Motorpool Services
10	Administrative Aide III (Clerk I)	EARISTB-ADA3-43-2004	3	14,678.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Registrar's Office
11	Administrative Aide III (Clerk I)	EARISTB-ADA3-45-2004	3	14,678.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Registrar's Office (EARIST Cavite Campus)

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 June 3, 2024.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at
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:


AMPARO M. MORALES, RGC, Rpm
Chief, Human Resource Management Services
Nagtahan, Sampaloc, Manila
ammorales@earist.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.