

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

17 OCT 2024
GLADYS GRACE B. FERRERA

To: CIVIL SERVICE COMMISSION (CSC)

CSC – FO Office of the President

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: 10/17/2024

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	Accountant II	EARISTB-A2-22-2023	16	41,616.00	Bachelor's degree in Commerce / Business Administration Major in Accounting	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080 (Certified Public Accountant)		Accounting Unit
2	Administrative Officer II	EARISTB-ADOF2-3-2024	11	28,512.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility		Quality Assurance Unit
3	Administrative Assistant III	EARISTB-ADAS3-2-2024	9	22,219.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	Four (4) hours of relevant training	One (1) year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-Professional) First Level Eligibility		Office of the President
4	Administrative Aide VI (Clerk III)	EARISTB-ADA6-12-2024	6	18,255.00	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility		Procurement Unit

5	Administrative Aide VI (Clerk III)	EARISTB-ADA6-19-2023	6	18,255.00	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility		Budget Unit
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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 28, 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.