

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

22 MAY 2024

To: CIVIL SERVICE COMMISSION (CSC)

CSC - 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: 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	Administrative Officer V	EARISTB-ADOF5-5-2024	18	46,725.00	Bachelor's degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility		Quality Assurance Unit
2	Internal Auditor III	EARISTB-IAUD3-11-2024	18	46,725.00	Bachelor's degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility		Internal Audit Unit
3	Planning Officer III	EARISTB-PLO3-16-2024	18	46,725.00	Bachelor's degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility		Planning Unit
4	Information System Analyst II	EARISTB-INFOSA2-9-2024	16	39,672.00	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		Management Information Services
5	Information Officer II	EARISTB-INFO2-8-2024	15	36,619.00	Bachelor's degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility		Information Unit


6	Administrative Officer IV	EARISTB-ADOF4-4-2024	15	36,619.00	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		Quality Assurance Unit
7	Administrative Officer IV	EARISTB-ADOF4-5-2024	15	36,619.00	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		General Services Unit (Motorpool)
8	Administrative Officer III (Records Officer II)	EARISTB-ADOF3-5-2024	14	33,843.00	Bachelor's degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility		Records Unit
9	Information Officer I	EARISTB-INFO1-7-2024	11	27,000.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		Information Unit
10	Internal Auditor I	EARISTB-IAUD1-10-2024	11	27,000.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		Internal Audit Unit
11	Planning Officer I	EARISTB-PLO1-14-2024	11	27,000.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		Planning Unit
12	Project Development Officer I	EARISTB-PDO1-17-2024	11	27,000.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		Project Management Unit
13	Administrative Aide VI (Clerk III)	EARISTB-ADA6-9-2024	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility		Supply and Property Management Unit
14	Administrative Aide VI (Clerk III)	EARISTB-ADA6-10-2024	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility		Internal Audit Services Unit
15	Administrative Aide VI (Clerk III)	EARISTB-ADA6-11-2023	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility		Planning Unit

16	Administrative Aide VI (Clerk III)	EARISTB-ADA6-15-2023	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility		Cash Unit
17	Administrative Aide VI (Clerk III)	EARISTB-ADA6-19-2023	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility		Budget Unit

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.