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must be in MS Excel format

Republic of the Philippines
BABATNGON WATER DISTRICT
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of BABATNGON WATER DISTRICT in the CSC website:

ARTEMIO C. CAÑETE
(Head of Agency)

Date: December 15, 2020

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Cashier	3	8	14,931.00	College Graduate	36 hrs	4 Years	Professional		Babatngon Water District
2	Accounting Processor	2	8	14,931.00	College Graduate	36 hrs	4 Years	Professional		Babatngon Water District
3	Clerk Processor	4	4	11,181.00	College Graduate	36 hrs	2 Years	Sub Professional		Babatngon Water District
4	Clerk Processor	5	4	11,181.00	College Graduate	36 hrs	2 Years	Sub Professional		Babatngon Water District
5										

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 _____.

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 present position for one (1) year (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:

ARTEMIO C. CAÑETE

General Manager

Rizal Avenue Dist. I, Babatngon, Leyte

babatngon_waterdistrict@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.