

Republic of the Philippines
(GUIUAN WATER DISTRICT)
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 (Name of Agency) in the CSC website:

LANIE E. LUMACTOD

HRMO

Date: October 10, 2018

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 Services Aide	24	4	12,155.00	Elementary School Graduate	None Required	None Required	None Required (MC II,s. 96-Cat.III)		
2	Clerk Processor C	25	4	12,155.00	Completion of 2 years studies in college	None Required	None Required	Career Service(SubProfessional) Firat Level Eligibility		
3	Laboratory Aide II (A)	26	4	12,155.00	Elementary School Graduate	None Required	None Required	None Required		
4	Storekeeper I (D)	27	4	12,155.00	Elementary School Graduate	None Required	None Required	None Required (MC II,s. 96-Cat.III)		
5	Watchman	28	4	12,155.00	Elementary School Graduate	None Required	None Required	None Required CSC Cat.III		
6	Plumber C	29	3	11,387.00	Elementary School Graduate	None Required	None Required	Pipe Filter or Plumber(MCII,s.Cat.III)		
7	Laboratory Aide II (B)	30	2	10,667.00	Elementary School Graduate	None Required	None Required	None Required (MC II,s. 96-Cat.III)		
8	Utility Worker I (B)	31	1	9,981.00	Must be able to read and write	None Required	None Required	None Required (MC II,s. 96-Cat.III)		

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 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:

LANIE E. LUMACTOD

HRMO

Guiuan Water District

guiuanwaterdistrict@ymail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.