

Electronic copy to be submitted to the CSC  
FO must be in MS Excel format

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 GUIUAN WATER DISTRICT in the CSC website:

LANIE E. NUMACTOD  
HRMO

Date: December 16, 2022

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	ADMINISTRATION SERVICES ASSISTANT A	2	12	27608	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	8 HOURS OF RELEVANT TRAINING	2 YEARS OF RELEVANT EXPERIENCE	Career Service (Sub-Professional) First Level Eligibility	N/A	GWD-GUIUAN

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 December 26, 2022.

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](http://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.
5. This office encourages all interested and qualified and promotes equal opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PVD), ethnicity, political affiliation, to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE)

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

LANIE E. NUMACTOD  
HRMO/DESIGNATE  
GWD-GUIUAN  
[guiuanwaterdistrict@ymail.com](mailto:guiuanwaterdistrict@ymail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.