

Republic of the Philippines  
**LAOANG 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 Laoang Water District in the CSC website:

**EDGAR O. MENDOZA**  
General Manager

Date: 11/16/2021

| 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 Service Aide                         | 2                  | SG4                    | 11,181.00      | Elementary School Graduate | NONE Required | NONE Required | NONE Required CSC MC II s.1996 | NONE                       | Laoang,N. Samar     |
|     |   |                    |                        |                |                            |               |               |                                |                            |                     |
|     |   |                    |                        |                |                            |               |               |                                |                            |                     |
|     |   |                    |                        |                |                            |               |               |                                |                            |                     |
|     |   |                    |                        |                |                            |               |               |                                |                            |                     |
|     |   |                    |                        |                |                            |               |               |                                |                            |                     |
|     |   |                    |                        |                |                            |               |               |                                |                            |                     |

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 '01,2021.

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.

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

**EDGAR O. MENDOZA**  
General Manager  
E. Lagrimas St. Brgy. Guilaoangi, Laoang, Northern Samar  
[edomen62@yahoo.com](mailto:edomen62@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.