

Republic of the Philippines
LEYTE METRO 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 LEYTE METRO WATER DISTRICT in the CSC website:

MA. TERESA D. PASCUA

Division Manager B, Head Administrative Unit

Date: September 9, 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)	
	<i>Do not enter multiple positions in one (1) row. Each row corresponds to ONLY one position.</i>		<i>Do not include the acronym SG</i>	<i>Do not put any characters other than numbers (e.g. peso sign and comma)</i>						
1	Supervising Materials Planning Officer	134	19	48313.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Tacloban City
2	SENIOR CASHIER	21	18	43681.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Tacloban City
3	DRIVER	12	4	14400.00	Elementary School Graduate	None Required	None Required	Driver License (MC 11, s. 96-Cat II)		Tacloban City
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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 September 19, 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;
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:

MA. SOCORRO GLORIA A. SANTOS
Senior Industrial Relations Development Officer A
Brgy. 74, Nula-Tula, Tacloban City
hr.lmwd@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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1	Supervising Materials Planning Officer	134	19	48313.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Tacloban City
2	SENIOR CASHIER	21	18	43661.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Tacloban City
3	DRIVER	12	4	14400.00	Elementary School Graduate	None Required	None Required	Driver License (MC 11, s. 96-Cat II)		Tacloban City
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