

Republic of the Philippines  
**METRO CARIGARA 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 METRO CARIGARA WATER DISTRICT in the CSC website:

  
**LEA P. QUEBEC**

Officer-In-Charge, Human Resource Division

Date: September 6, 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 Services Aide	39	4	14400	Elementary School Graduate	None required	None required	None required (MC 11, s. 96-Cat.III)		MCWD Carigara, Leyte
2	Water Maintenance Man C	67	4	14400	Elementary School Graduate	None required	None required	None required (MC 11, s. 96-Cat.III)		MCWD Carigara, Leyte

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 17, 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:

**ATTY. REGIDOR V. CABALUES, CE**

General Manager 3

MCWD, Old Municipal Hall, Carigara, Leyte

[metrocarigarawd36@gmail.com](mailto:metrocarigarawd36@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**