


Republic of the Philippines  
**NAVAL 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 NAVAL WATER DISTRICT in the CSC website:

  
**CARMELA H. ASUBAR**  
HRMO Designate

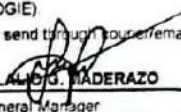
Date: June 14, 2023

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	Secretary A	NWD-SEC A-027SSG-2004	9	21129	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Carrer Service (Subprofessional) First Level Eligibility	N/A	Office of the G M
2	Administration Services Assistant A	NWD-ASA A-02AGSG-2019	12	29165	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Carrer Service (Subprofessional) First Level Eligibility	(Preferably with HRM Experience)	AGS Division
3	Water Resources Facilities Tender A	NWD-WRFT A1-034WRFOG-2022	5	16543	Elementary School Graduate	None Required	None Required	MC 10 s 2013 CAT III	N/A	PECM Division
4	Water Resources Facilities Tender B	NWD-WRFT B3-034WRFOG-2022	4	15586	Elementary School Graduate	None Required	None Required	MC 10 s 2013 CAT III	N/A	PECM Division
5	Senior Water/Sewerage Maintenance Man A	NWD-SWSMM A3-028WSMG-2019	12	29165	Elementary School Graduate	8 hours relevant training	2 years of relevant experience	MC 10 s 2013 CAT III	N/A	PECM Division

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 **June 24, 2023**

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 highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, 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:

  
**ENGR. EULA M. MADERAZO**  
General Manager  
Naval Water District Casin St. Naval, Biliran  
[navawd1980@gmail.com](mailto:navawd1980@gmail.com)

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