


Republic of the Philippines
ABUYOG 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 ABUYOG WATER DISTRICT in the CSC website:


VIOLETA D. TORGANE
HRMO-Designate


Date: March 2, 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	ADMINISTRATION SERVICE ASSISTANT A	2	12	25003	Bachelors Degree Accounting	8 hours of relevant training	1 year of relevant experience	Career Professional	None Required	Abuyog, Leyte Poblacio
2	CUSTOMER SERVICE ASSISTANT B	3	10	19233	Completion of 2 years studies in College	8 hours of relevant training	1 year of relevant experience	Career sub-Professional	None Required	Abuyog, Leyte Poblacio
3	CASHIER D	4	10	19233	Bachelors Degree	None Required	None Required	Career Professional	None Required	Abuyog, Leyte Poblacio
4	WATER RESOURCES FACILITIES OPERATOR C	7	4	13214	High School Graduate/ Completion of Vocational/Trade Course	None Required	None Required	MC11 s. 1996 Cat.III	None Required	Abuyog, Leyte Poblacio

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 March 12, 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:


VIOLETA D. TORGANE

Adm. Service Asst. A

La Revolucion St. Brgy. Can-Uguib Abuyog, Leyte
abuyogwaterdistrict_gov.ph121@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.