

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

  
**ENGR. RODOLFO A. TAN**  
**Acting General Manager B**

Date: September 19, 2022

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	Utilities/Customer Services Assistant A	Item No. 5	12	27,608.00	Completion of 2 years studies in college	8 hours of relevant trainings	2 years of relevant experience	Career Service (Sub Professional) First Level of Eligibility	Accountability, Customer & Quality Focus	Calbayog City, 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 October 4, 2022.

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 qualified/interested applicants including Persons with Disability (PWD), members of indigenous communities, and those from any Sexual Orientation and Gender Identities (SOGI) to apply.

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

**ENGR. RODOLFO A. TAN**  
Acting General Manager B  
Daang Maharlika, Purok 4, Brgy. Capoocan,  
[ccwd\\_87@yahoo.com](mailto:ccwd_87@yahoo.com)

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