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must be in MS Excel format

CS Form No. 9  
Series of 2017

Republic of the Philippines  
CALBIGA WATER DISTRICT  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Calbiga Water District in the CSC website:

ENGR. LUIGI O. NACARIO  
(Head of Agency)

Date: August 16, 2021

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Cashiering Assistant	14	8	219,012.00	Bachelor's Degree relevant to the job	None required	1 year experience in cashiering	CSC PROF II	N/A	Calbiga, Samar
2	Administration Services Assistant C	15	8	219,012.00	Bachelor's Degree relevant to the job	None required	1 year experience in Bookkeeping	CSC PROF II	N/A	Calbiga, Samar
3	Administration Services Aide	16	4	172,800.00	Completion of 2 year college relevant to the job	None required	None Required	NONE	N/A	Calbiga, 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 August 31, 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 present position for one (1) year (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:

ENGR. LUIGI O. NACARIO  
General Manager

Brgy. 1 Sto Nino St. Calbiga, Samar  
[calbigawaterdistrictofficial@gmail.com](mailto:calbigawaterdistrictofficial@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.