

Republic of the Philippines
(GUIUAN WATER DISTRICT)
Request for Re-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 (Guiuan Water District) in the CSC website:

LANIE E. LUMACTOD
HRMO

Date: August 06, 2019

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 Assistant B	3	10	18,217.00	Completion of 2 years studies in college	8 hours relevant training	relevant experience	Career Service(Sub-Professional) first level	N/A	GWD-Guiuan
2	Cashier D	4	10	18,217.00	Bachelor's Degree	None Required	None Required	Career Service(Professional)	N/A	GWD-Guiuan
3	Administrative Services Assistant B	5	10	18,217.00	Completion of 2 years studies in college	8 hours relevant training	2 years of relevant experience	Career Service(Sub-Professional) first level	N/A	GWD-Guiuan
4	Industrial Relations Management Assistant B	6	8	15,818.00	Completion of 2 years studies in college	1 year relevant experience	None Required	Career Service(Sub-Professional)(MC 11,s.96-Cat)first level	N/A	GWD-Guiuan
5	Engineering Assistant B	8	8	15,818.00	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	Career Service(Sub-Professional) first level	N/A	GWD-Guiuan
6	Credit Collection Assistant	9	6	13,851.00	Completion of 2 years studies in college	8 hours relevant training	None Required	Career Service(Sub-Professional) first level	N/A	GWD-Guiuan
7	Water Facilities Operator B	8	6	13,851.00	High Scholl Graduate Completion of relevant Vocational/Trade Course	None Required	None Required	Water Resources Facilities Operator (MC II,s. 96-Cat.III)		
8	Welder B	15	6	13,851.00	Elementary School Graduate	None Required	None Required	Welder (MC II,s. 96-Cat.III)		

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

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at
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:

LANIE E. LUMACTOD

HRMO

Guiuan Water District

guiuanwaterdistrict@ymail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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9	Utilities Customer Service Assistant B	13	6	13,851.00	Completion of 2 years studies in college	1 year relevant experience	None Required	Career Service(Sub-Professional) first level	N/A	GWD-Guiuan
10	Industrial Relation Management Aide	17	4	12,155.00	Completion of 2 years studies in college	1 year relevant experience	None Required	Career Service(Sub-Professional) first level	N/A	GWD-Guiuan
11	Utilities Customer Service Assistant E	18	4	12,155.00	Completion of 2 years studies in college	None Required	None Required	Career Service(Sub-Professional) first level	N/A	GWD-Guiuan
12	Water Resources Facilities Operator C	21	4	12,155.00	High Scholl Graduate	None Required	None Required	Non- Required(MC 11,s.96-Cat. I)	N/A	GWD-Guiuan
13	Driver	22	4	12,155.00	Elementary School Graduate	8 hours relevant training	2 years relevant experience	Driver's license(MC 11,s.96-Cat I)	N/A	GWD-Guiuan

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14	Administrative Services Aide	24	4	12,155.00	Elementary School Graduate	None Required	None Required	None Required (MC II, s. 96-Cat.III)	N/A	GWD-Guiuan
15	Clerk Processor C	25	4	12,155.00	Completion of 2 years studies in college	None Required	None Required	Career Service(SubProfessional) First Level Eligibility	N/A	GWD-Guiuan
16	Laboratory Aide II (A)	26	4	12,155.00	Elementary School Graduate	None Required	None Required	None Required	N/A	GWD-Guiuan
17	Storekeeper I (D)	27	4	12,155.00	Elementary School Graduate	None Required	None Required	None Required (MC II, s. 96-Cat.III)	N/A	GWD-Guiuan
18	Watchman	28	4	12,155.00	Elementary School Graduate	None Required	None Required	None Required CSC Cat.III	N/A	GWD-Guiuan
19	Plumber C	29	3	11,387.00	Elementary School Graduate	None Required	None Required	Pipe Fitter or Plumber(MCII,s.Cat.III)	N/A	GWD-Guiuan
20	Laboratory Aide II (B)	30	2	10,667.00	Elementary School Graduate	None Required	None Required	None Required (MC II, s. 96-Cat.III)	N/A	GWD-Guiuan
21	Utility Worker I (B)	31	1	9,981.00	Must be able to read and write	None Required	None Required	None Required (MC II, s. 96-Cat.III)	N/A	GWD-Guiuan

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 _____.

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