

Republic of the Philippines  
**LEYTE METRO 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 LEYTE METRO WATER DISTRICT in the CSC website:

  
**GERUNDO N. CALABIA**

Department Manager B-Head Administrative & Human Resource Dept.

Date: February 5, 2024

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	Senior Accounting Processor A	127	12	29,165.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) First Level Eligibility	N.A.	Tacloban City
2	Driver	12	4	15,586.00	Elementary School Graduate	None required	None required	Driver License (MC 11, s. 96-Cat. II)	N.A.	Tacloban City
3					xxx	Nothing follows	xxx			
4										
5										
6										
7										
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9										
10										

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 February 16, 2024.

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:

  
**MA. SOCORRO GLORIA A. SANTOS**

Senior Industrial Relations Development Officer - A

[hr.lmwd@gmail.com](mailto:hr.lmwd@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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