

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:

MA. TERESA D. PASCUA
Division Manager B, Head Administrative Unit

Date: March 1, 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Qualification Standards			Competency (if applicable)	Place of Assignment
				Education	Training	Experience		
1	Senior Industrial Relations Development Officer A	17	18	Bachelor's degree	6 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Tacloban City
2								
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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 10, 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:

MA. SOCORRO GLORIA A. SANTOS
Industrial Relations Management Assistant A
Brgy. 74, Nula-Tula, Tacloban City
hr.lmwd@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.