

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:


GERUNDIO N. GALABIA

Department Manager B-Head Administrative Services

Date: March 4, 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	Department Manager B (Administrative and Human Resource Dept.)	117	25	100,788.00	Master's Degree or Certificate in Leadership and Management from CSC	120 hrs. of supervisory/management learning and development intervention.	5 yrs. Supervisory /management experience.	Career Service (Professional) Second Level Eligibility		Tacloban City
2	Department Manager B (Finance Dept.)	215	25	100,788.00	Master's Degree or Certificate in Leadership and Management from CSC	120 hrs. of supervisory/management learning and development intervention.	5 yrs. Supervisory /management experience.	Career Service (Professional) Second Level Eligibility		Tacloban City
3	Division Manager B (Water Resources Division)	193	23	78,455.00	Master's Degree or Certificate in Leadership and Management from CSC	40 hrs. of supervisory/management learning and development intervention.	4 yrs. Supervisory /management experience.	Career Service (Professional) Second Level Eligibility		Tacloban City
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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 15, 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;
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. SOCONRO GEORGINA A. SANTOS

Senior Industrial Relations Development Officer - A

hr.lmwd@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.