

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: May 17, 2021

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)	
	<i>Do not enter multiple positions in one (1) row. Each row corresponds to ONLY one position.</i>		<i>Do not include the acronym SG</i>	<i>Do not put any characters other than numbers (e.g. peso sign and comma)</i>						
1	Senior Corporate Planning Analyst	4	16	36,628.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Tacloban City
2	Senior Corporate Account Analyst	202	15	33,575.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Tacloban City
3	Procurement Analyst A	128	13	25,232.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility		Tacloban City

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 May 26, 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
Brgy. 74, Nula-Tula, Tacloban City
hr.lmwd@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.