

Republic of the Philippines
METRO CARIGARA 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 Metro Carigara Water District in the CSC website:


MATERNO D. PROFETANA
HRMO

Date: **January 3, 2020**

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	Customer Services Assistant A	19	12	Php22,938.00	Completion of 2 years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) First Level Eligibility		MCWD Carigara, Leyte
2	Engineering Assistant A	22	10	Php19,233.00	Completion of 2 years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) First Level Eligibility		MCWD Carigara, Leyte
3	Senior Accounting Processor A	33	12	Php22,938.00	Completion of 2 years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) First Level Eligibility		MCWD Carigara, Leyte
4	Senior Accounting Processor A	82	12	Php22,938.00	Completion of 2 years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) First Level Eligibility		MCWD Carigara, Leyte
5	Water Maintenance Man A	83	8	Php16,758.00	Elementary School Graduate	4 hours of relevant training	1 year of relevant experience	None required (MC 11, s. 96-Cat.III)		MCWD Carigara, Leyte
6	Water Maintenance Man A	84	8	Php16,758.00	Elementary School Graduate	4 hours of relevant training	1 year of relevant experience	None required (MC 11, s. 96-Cat.III)		MCWD Carigara, Leyte

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 **January 13, 2020**.

1. Fully accomplished and notarized Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph; include attachment to CS Form No. 212 (Work Experience Sheet), if necessary;
2. Photocopy of authenticated performance rating **in the last rating period** (if applicable);
3. Photocopy of authenticated certificate of eligibility/rating/license;
4. Photocopy of authenticated Transcript of Records and Diploma; and
5. Photocopy of certificate of training/seminar/workshop attended.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

Atty. REGIDOR V. CABALLES, CE
General Manager
Metro Carigara Water District
hr@metrocarigarawd.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.