

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: November 7, 2019

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	Water Maintenance Man C	31	SG 4	Php 13, 214.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96-Cat.III)		MCWD Carigara, Leyte
2	Senior Data Encoder	5	SG 9	Php 18, 125.00	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) Data Encoder (MC 11, S. 96-Cat.1) First Level Eligibility		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 **NOVEMBER 18, 2019**.

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.