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must be in MS Excel format

Republic of the Philippines
Merida 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 Merida Water District in the CSC website:

Macrene Aene D. Lucero
HRMO - Designate

Date: March 3, 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)	
1	Accounting Processor A	3	8 / 1	15,368.00	Completion of two years studies in college	4hours of relevant training	1 year of relevant experience	Career Service (subprofessional)	Not applicable	MWD Office
								First Level Eligibility		
2	Water Resources Facilities Operator B	4	6 / 1	13,378.00	High School Graduate or Completion of relevant vocational/ trade course	None required	None required	Water Resources Facilities Operator	Not applicable	MWD Office
								(MC 11, s.96-Cat.1)		

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 April 05, 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 present position for one (1) year (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:

Editha R. Anunciado
General Manager
Martinez Bldg. Solaña St. Pob. Merida, Leyte
meridawaterdistrict@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.