

Republic of the Philippines
METRO CARIGARA WATER DISTRICT
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO
must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Metro Carigara Water District in the CSC website:

ATTY. REGIDOR M. CABALLES, CE
General Manager C
Date: July 10, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards						Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	One (1) Corporate Budget Analyst A	33	13	Php 290,688.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility)		Metro Carigara Water District	
2	One (1) Information Officer C	62	11	Php 242,148.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility)		Metro Carigara Water District	
3	One (1) Records Assistant	63	8	Php 195,384.00	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Metro Carigara Water District	
4	One (1) Engineering Assistant B	64	8	Php 195,384.00	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Metro Carigara Water District	
5	One (1) Data Encoder	65	7	Php 183,048.00	Completion of two years studies in College or High School Graduate with relevant vocational / trade course	None Required	None Required	Career Service (Subprofessional) First Level Eligibility Data Encoder (MC 11, s.96-Cat 1)		Metro Carigara Water District	
6	One (1) Water Maintenance Man C	66	4	Php 152,088.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s.96 - Cat. III)		Metro Carigara Water District	

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					Education	Training	Experience	Eligibility	
7	One (1) Water Maintenance Man C	31	4	Php 152,088.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s.96 - Cat. III)	Metro Carigara Water District
8	One (1) Driver	7	4	Php 152,088.00	Elementary School Graduate	None Required	None Required	Driver License (MC 11, s.96 -Cat IV)	Metro Carigara Water District

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 July 20, 2018.

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:

ATTY. REGIDOR V. CABALLES

General Manager C

Metro Carigara Water District

mcwd26@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.