

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

Electronic copy to be submitted to  
must be in MS Excel form



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:

*[Signature]*  
**MA. CYNTHIA B. ROCHA**  
Division Manager C  
HRMO

Date:

October 1, 2018

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Plac Assig	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	One (1) Division Manager C	10	22	Php 58,717.00	Master's Degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention undertaken within the last five (5) years	4 years of supervisory/management experience	Career Service Professional (Second Level Eligibility)		Metro Water
2	One (1) Division Manager C	20	22	Php 58,717.00	Master's Degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention undertaken within the last five (5) years	4 years of supervisory/management experience	Career Service Professional (Second Level Eligibility)		Metro Water
3	One (1) Utilities Services Assistant A	23	12	Php 22,149.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) First Level Eligibility		Metro Water
4	One (1) Water Utilities Management Officer A	28	16	Php 31,765.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional (Second Level Eligibility)		Metro Water

**RECEIVED**  
 18/11/18 11:12 AM  
 CIVIL SERVICE COMMISSION  
 LEYTE FIELD OFFICE I

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Plac Assig
					Education	Training	Experience	Eligibility		
5	One (1) Clerk Processor C	35	4	Php 12,674.00	Completion of two years studies in college	None Required	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	Metro Water
6	One (1) Project Planning and Development Assistant B	41	8	Php 16,282.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience		Career Service (Subprofessional) First Level Eligibility	Metro Water
7	One (1) Division Manager C	44	22	Php 58,717.00	Master's Degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention undertaken within the last five (5) years	4 years of supervisory/management experience		Career Service Professional (Second Level Eligibility)	Metro Water
8	Four (4) Utility Worker B		1	Php 10,510.00	Must be able to read and write	None Required	None Required		None Required (MC 11, S. 96-Category III)	Metro Water
9	Four (4) Industrial Security Guard C		3	Php 11,914.00	High School Graduate	None Required	None Required		Security Guard License (MC11, S. 96-Cat II)	Metro Water
10	Four (4) Storekeeper D		4	Php 12,674.00	Elementary School Graduate	None Required	None Required		None Required (MC 11, S. 96-Category III)	Metro Water
11	Four (4) Customer Services Assistant E		4	Php 12,674.00	Completion of two years studies in college	None Required	None Required		Career Service (Subprofessional) First Level Eligibility	Metro Water
12	Six (6) Clerk Processor C		4	Php 12,674.00	Completion of two years studies in college	None Required	None Required		Career Service (Subprofessional) First Level Eligibility	Metro Water
13	Two (2) Driver		4	Php 12,674.00	Elementary School Graduate	None Required	None Required		Driver License (MC 11, S. 96 - III)	Metro Water
14	Four (4) Utilities Services Assistant E		4	Php 12,674.00	Completion of two years studies in college	None Required	None Required		Career Service (Subprofessional) First Level Eligibility	Metro Water



RECEIVED  
1871186 11:22AM  
CIVIL SERVICE COMMISSION  
LEYTE FIELD OFFICE I

Qualification Standards

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Education	Training	Experience	Eligibility	Competency (if applicable)
15	Ten (10) Water Maintenance Man C		4	Php 12,674.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, S. 96-Category III)	M V
16	Two (2) Electronics Communications Systems Operator C		6	Php 14,340.00	Completion of two years studies in college or High School Graduate with relevant vocational trade course	None Required	None Required	None Required (MC 11, S. 96-Category III)	M V
17	Two (2) Project Planning and Development Assistant B		8	Php 16,282.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	M V

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below than October 12, 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](http://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:

**Atty. REGIDOR V. CABALLES, CE**  
General Manager  
Metro Carigara Water District  
[mcwd26@yahoo.com](mailto:mcwd26@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.