

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:

*Ken*  
MA. CYLTHIA B. ROCHA

Division Manager C

HRMO

Date: October 1, 2018

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



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	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 Carigara Water District	
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 Carigara Water District	
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 Carigara Water District	
4	One (1) Water Utilities 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 Carigara Water District	

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 LEYTE FIELD OFFICE I

Qualification Standards

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					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	Career Service (Subprofessional) First Level Eligibility		Metro Carigara Water District
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 Carigara Water District
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 Carigara Water District
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 Carigara Water District
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 Carigara Water District
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 Carigara Water District
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 Carigara Water District
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 Carigara Water District
13	Two (2) Driver		4	Php 12,674.00	Elementary School Graduate	None Required	None Required	Driver License (MC 11, S. 96 - III)		Metro Carigara Water District
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 Carigara Water District



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No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
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)		Metro Carigara Water District
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)		Metro Carigara Water District
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		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 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.