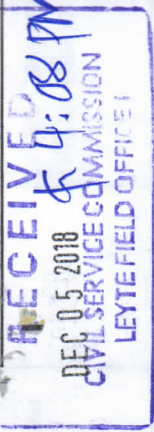


Republic of the Philippines
METRO CARIGARA WATER DISTRICT
Request for Publication of Vacant Positions

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



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:

K. B. P.
MA. CYNTHIA B. ROCHA
Division Manager C
HRMO

Date:

December 5, 2018

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	Data Encoder	23	7	Php 15,254.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	None Required	Career Service (Subprofessional) Data Encoder (MC 11, s.96-Cat.I) First Level Eligibility	Metro Carigara Water District
2	Customer Services Assistant D	27	6	Php 14,340.00	Completion of two years studies in college	None Required	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	Metro Carigara Water District
3	Water Maintenance Man A	45	8	Php 16,282.00	Elementary School Graduate	1 year of relevant experience	4 hours of relevant training	None required (MC 11, s. 96-Cat.III)		Metro Carigara Water District
4	Driver	46	4	Php 12,674.00	Elementary School Graduate	None Required	None Required	Driver License (MC 11, s.96-Cat.IV)		Metro Carigara Water District

5	Industrial Security Guard C	47	3	Php 11,914.00	High School Graduate	None Required	None Required	None Required	Security Guard License (MC 11, s.-Cat. III)	Metro Carigara Water District
6	Water Maintenance Man C	48	4	Php 12,674.00	Elementary School Graduate	None Required	None Required	None Required	None required (MC 11, s. 96-Cat.III)	Metro Carigara Water District
7	Project Planning & Dev't. Asst. B	49	8	Php 16,282.00	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility		Metro Carigara Water District
8	Storekeeper D	50	4	Php 12,674.00	Elementary School Graduate	None Required	None Required	None required (MC 11, s. 96-Cat.III)		Metro Carigara Water District
9	Utility Worker B	51	1	Php 10,510.00	Must be able to read and write	None Required	None Required	None required (MC 11, s. 96-Cat.III)		Metro Carigara Water District
10	Water Maintenance Man C	52	4	Php 12,674.00	Elementary School Graduate	None Required	None Required	None required (MC 11, s. 96-Cat.III)		Metro Carigara Water District
11	Utility Worker B	53	1	Php 10,510.00	Must be able to read and write	None Required	None Required	None required (MC 11, s. 96-Cat.III)		Metro Carigara Water District
12	Electronics Communications Systems Operator C	54	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-Cat.III)		Metro Carigara Water District
13	Storekeeper D	55	4	Php 12,674.00	Elementary School Graduate	None Required	None Required	None required (MC 11, s. 96-Cat.III)		Metro Carigara Water District

4	Water Maintenance Man C	56	4	Php 12,674.00	Elementary School Graduate	None Required	None Required	None Required	None required (MC 11, s. 96-Cat.III)	Metro Carigara Water District
5	Water Maintenance Man C	57	4	Php 12,674.00	Elementary School Graduate	None Required	None Required	None Required	None required (MC 11, s. 96-Cat.III)	Metro Carigara Water District
6	Water Maintenance Man C	58	4	Php 12,674.00	Elementary School Graduate	None Required	None Required	None Required	None required (MC 11, s. 96-Cat.III)	Metro Carigara Water District
7	Water Maintenance Man C	59	4	Php 12,674.00	Elementary School Graduate	None Required	None Required	None Required	None required (MC 11, s. 96-Cat.III)	Metro Carigara Water District
8	Data Encoder	60	7	Php 15,254.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	None Required	Career Service (Subprofessional) Data Encoder (MC 11, s.96-Cat.I) First Level Eligibility	Metro Carigara Water District
9	Water Resources Facilities Tender B	61	4	Php 12,674.00	Elementary School Graduate	None Required	None Required	None Required	None required (MC 11, s. 96-Cat.III)	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 **December 17, 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 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.