

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

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CIVIL SERVICE COMMISSION
LEYTE FIELD OFFICE I

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:

Shirlee
SHIRLEE ALICOR L. MACHETE
OIC, Admin. & Gen. Services Div.
HRMO

Date: January 24, 2019

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	Storekeeper D	52	4	Php 13,214.00	Elementary School Graduate	None Required	None Required	None required (MC 11, s. 96-Cat.III)		Metro Carigara Water District
2	Water Maintenance Man C	54	4	Php 13,214.00	Elementary School Graduate	None Required	None Required	None required (MC 11, s. 96-Cat.III)		Metro Carigara Water District
3	Utility Worker B	57	1	Php 11,068.00	Must be able to read and write	None Required	None Required	None required (MC 11, s. 96-Cat.III)		Metro Carigara Water District
4	Storekeeper D	59	4	Php 13,214.00	Elementary School Graduate	None Required	None Required	None required (MC 11, s. 96-Cat.III)		Metro Carigara Water District
5	Water Maintenance Man C	61	4	Php 13,214.00	Elementary School Graduate	None Required	None Required	None required (MC 11, s. 96-Cat.III)		Metro Carigara Water District

6	Data Encoder	63	7	Php 15,738.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	Career Service (Subprofessional) Data Encoder (MC 11, s.96-Cat.I) First Level Eligibility		Metro Carigara Water District
7	Water Maintenance Man C	66	4	Php 13,214.00	Elementary School Graduate	None Required	None Required	None required (MC 11, s. 96-Cat.III)		Metro Carigara Water District
8	Water Maintenance Man C	67	4	Php 13,214.00	Elementary School Graduate	None Required	None Required	None required (MC 11, s. 96-Cat.III)		Metro Carigara Water District
9	Water Maintenance Man C	68	4	Php 13,214.00	Elementary School Graduate	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 **February 4, 2019**.

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.