

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:

  
SHIRLEE ALICOR L. MACHETE  
OIC, Division Manager C  
HRMO

Date: March 8, 2019

| No. | Position Title<br>(Parenthetical Title,<br>if applicable) | Plantilla<br>Item No. | Salary/<br>Job/<br>Pay<br>Grade | Monthly<br>Salary | Qualification Standards  |  |  |  |                               | Place of<br>Assignment  |
|-----|---|-----------------------|---------------------------------|-------------------|--|--|--|--|-------------------------------|-------------------------|
|     |   |                       |                                 |                   | Education  | Training   | Experience                                       | Eligibility  | Competency<br>(if applicable) |                         |
| 1   | Division Manager C  | 2                     | 22                              | Php 65,319.00     | Master's Degree OR<br>Certificate in<br>Leadership and<br>Management from the<br>CSC | 40 hours of supervisory/<br>management learning<br>and development<br>intervention undertaken<br>within the last 5 years | 4 years supervisory/<br>management<br>experience | Career Service<br>Professional/<br>Second Level<br>eligibility |                               | MCWD<br>Carigara, Leyte |
| 2   | Division Manager C  | 10                    | 22                              | Php 65,319.00     | Master's Degree OR<br>Certificate in<br>Leadership and<br>Management from the<br>CSC | 40 hours of supervisory/<br>management learning<br>and development<br>intervention undertaken<br>within the last 5 years | 4 years supervisory/<br>management<br>experience | Career Service<br>Professional/<br>Second Level<br>eligibility |                               | MCWD<br>Carigara, Leyte |

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 **March 18, 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](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.