

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:


MATERNO D. PROFETANA
HRMO

Date: July 1, 2020

| 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 | Customer Services Assistant B | 16 | 10 | Php20,219.00 | Completion of 2 years studies in college | 8 hours of relevant training | 2 years of relevant experience | Career Service (Subprofessional) First Level Eligibility | | MCWD Carigara, Leyte |
| 2 | Water Maintenance Man B | 26 | 6 | Php15,524.00 | Elementary School Graduate | None required | None required | None required (MC 11, s. 96-Cat.III) | | MCWD Carigara, Leyte |
| 3 | Water Maintenance Man B | 36 | 6 | Php15,524.00 | Elementary School Graduate | None required | None required | None required (MC 11, s. 96-Cat.III) | | MCWD 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 **July 13, 2020**.

1. Fully accomplished and notarized Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph; include attachment to CS Form No. 212 (Work Experience Sheet), if necessary;
2. Photocopy of authenticated performance rating **in the last rating period** (if applicable);
3. Photocopy of authenticated certificate of eligibility/rating/license;
4. Photocopy of authenticated Transcript of Records and Diploma; and
5. Photocopy of certificate of training/seminar/workshop attended.

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

hr@metrocarigarawd.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.