

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: August 6, 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	Senior Engineer A	70	SG 16	Php 33,584.00	Bachelor's degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080		MCWD Carigara, Leyte
2	Corporate Accounts Analyst	75	SG 13	Php 25,232.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional/ Second Level eligibility		MCWD Carigara, Leyte
3	Corporate Budget Specialist B	76	SG 16	Php 33,584.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level eligibility		MCWD Carigara, Leyte

4	Administrative Services Officer B	77	SG 14	Php 27,755.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level eligibility		MCWD Carigara, Leyte
5	Administration Services Assistant A	78	SG 12	Php 22,938.00	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
6	Electronics Communication System Operator C	80	SG 6	Php 14,847.00	Completion of 2 years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	None required		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 **August 19, 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. Photocopy of authenticated performance rating **in the last rating period** (if applicable);
3. Photocopy of authenticated certificate of eligibility/rating/license; and
4. Photocopy of authenticated Transcript of Records and diploma.

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.