

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 Designate

Date: September 21, 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	Cashiering Assistant	9	8	Php 17, 505.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		MCWD Carigara, Leyte
2	Senior Accounting Processor B	4	10	Php 20, 219.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) First Level Eligibility		MCWD Carigara, Leyte
3	Water Maintenance Man C	32	4	Php 13, 807.00	Elementary School Graduate	None required	None required	None required (MC 11, s.96 - Cat. III)		MCWD Carigara, Leyte
4	Water Maintenance Man C	68	4	Php 13, 807.00	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 **October 2, 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. 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

hr@metrocarigarawd.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.