

Republic of the Philippines
METRO HILONGOS 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 HILONGOS WATER DISTRICT in the CSC we


SYLVANA LILIBETH L. TAN
IRMO

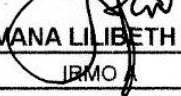
Date: 19-Sep-19

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	Division Manager C	2019-03	22	66,385.00	BSC Accounting	2 years training	3 years of Accounting Work and Personnel Matters	RA 1080		Office of the Administrative and General Services Section
2							The applicant will head the accounting section and at the same time incharge of personnel matters			Metro Hilongos Water District, Brgy Atabay, Hilongos, Leyte
3										
4										
5										

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 September 30, 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.
5. Barangay Certification as a resident of Hilongos, Leyte

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:


SYLVANA LILIBETH L. TAN
IRMO
METRO HILONGOS WATER DISTRICT
sylvanalilibeth_tan@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.