

Republic of the Philippines
NAVAL WATER DISTRICT
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO
must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the NAVAL WATER DISTRICT in the CSC website:

ROSALINA R. MONTES
HRMO-Designate

Date: May 21, 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency (if applicable)	
1	Administrative Services Aide	5 & 6	4	13,807.00	Elem. School Graduate	None Required	None Required	None Required	N/A	Naval Water District
2	Data Controller	7	9	18,784.00	Completion of Two Years in College	1 Year of Relevant Experience	4 Hours of Relevant Training	Data Encoder	N/A	Naval Water District
3	Cashiering Assistant	9	8	17,505.00	Completion of Two Years in College	1 Year of Relevant Experience	4 Hours of Relevant Training	Career Service (Subprofessional)	N/A	Naval Water District
4	Utilities/Customer Service Assistant D	18	6	15,524.00	Completion of Two Years in College	None Required	None Required	Career Service (Subprofessional)	N/A	Naval Water District
5	Water Resources Facilities Operator C	24	4	13,807.00	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	MC 11, s. 1996	N/A	Naval Water District
6	Senior Water/Sewerage Maintenance Man A	28, 29 & 30	12	24,495.00	Elem. School Graduate	2 Years of Relevant Experience	8 Hours of Relevant Training	MC 11, s. 1996	N/A	Naval Water District
7	Water/Sewerage Maintenance Man B	34	6	15,524.00	Elem. School Graduate	None Required	None Required	MC 11, s. 1996	N/A	Naval Water District
8	Water/Sewerage Maintenance Man C	38	4	13,807.00	Elem. School Graduate	None Required	None Required	MC 11, s. 1996	N/A	Naval Water District
9	Auto Mechanic B	42	6	15,524.00	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	MC 11, s. 1996	N/A	Naval Water District

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 **MAY 31, 2020**.

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.

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

ROSALINA R. MONTES

HRMO-Designate

Naval Water District Casin St. Naval, Biliran

navalwd1380@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.