


Republic of the Philippines  
NAVAL 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 NAVAL WATER DISTRICT in the CSC website:

  
**ROSALINA R. MONTES**  
HRMO-Designate

Date: June 11, 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				
					Education	Experience	Training	Eligibility	Competency (if applicable)
1	Data Controller	7	9	18,784.00	Completion of Two Years Studies in College or High School Graduate with relevant vocational/trade course	1 Year of Relevant Experience	4 Hours of Relevant Training	Data Encoder	N/A
2	Cashiering Assistant	9	8	17,505.00	Completion of Two Years Studies in College	1 Year of Relevant Experience	4 Hours of Relevant Training	Career Service (Subprofessional)	N/A
3	Utilities/Customer Service Assistant D	18	6	15,524.00	Completion of Two Years Studies in College	None Required	None Required	Career Service (Subprofessional)	N/A
4	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 10 S. 2013 CAT II	N/A
5	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 10 S. 2013 CAT III	N/A
6	Water/Sewerage Maintenance Man B	34	6	15,524.00	Elem. School Graduate	None Required	None Required	MC 10 S. 2013 CAT III	N/A
7	Water/Sewerage Maintenance Man C	38	4	13,807.00	Elem. School Graduate	None Required	None Required	MC 10 S. 2013 CAT III	N/A
8	Auto Mechanic B	42	6	15,524.00	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	MC 10 S. 2013 CAT II	N/A

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 **June 21, 202**

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](http://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/email their application to:

**ENGR. MARK S. SEREÑO**  
Acting General Manager  
Naval Water District Castin St. Naval, Biliran  
[navalwd1980@gmail.com](mailto:navalwd1980@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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Place of Assignment
Naval Water District
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