

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

To: **CIVIL SERVICE COMMISSION (CSC)**

We hereby request the publication of the following vacant position, which are authorized to be filled, at the **SOGOD WATER DISTRICT**, in the CSC website.

CJANICE C. PADECIO
HRMO

Date: **April 6, 2021**

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 (Administrative and General Services Division)	021	22	66,867.00	Bachelor's Degree	40 hrs. supervisory/ management training	4 years relevant experience	CS - Profession	N/A	Sogod Water District
2	Division Manager C (Finance and Commercial Services Division)	022	22	66,867.00	Bachelor's Degree	40 hrs. supervisory/ management training	4 years relevant experience	CS - Profession	N/A	Sogod Water District
3	Division Manager C (Engineering, Construction, Production and Water Quality Division)	023	22	66,867.00	Bachelor's Degree	40 hrs. supervisory/ management training	4 years relevant experience	CS - Profession	N/A	Sogod Water District
4	Cashier A	06	16	35,106.00	Bachelor's Degree	4 hours training	1 year relevant	CS - Profession	N/A	Sogod Water District
5	Senior Corporate Accountant C	024	16	35,106.00	Bachelor's Degree in Commerce/ Business Administration	4 hours training	1 year relevant experience	RA 1080	N/A	Sogod Water District
6	Property/Supply Officer A	025	14	29,277.00	Bachelor's Degree	4 hours training	1 year relevant experience	CS - Professional	N/A	Sogod Water District
7	Utilities/Customer Services Assistant A	05	12	24,495.00	Completion of 2 years in college	8 hours training	2 years relevant experience	CS - Sub- Professional	N/A	Sogod Water District

8	Engineering Aide A	020	6	15,524.00	Highschool graduate/vocational/trade course	None Required	None Required	None Required MC 10 s. 2013 - Cat. III	N/A	Sogod Water District
9	Engineering Aide A	027	6	15,524.00	Highschool graduate/vocational/trade course	None Required	None Required	None Required MC 10 s. 2013 - Cat. III	N/A	Sogod Water District
10	Engineering Aide A	028	6	15,524.00	Highschool graduate/vocational/trade course	None Required	None Required	None Required MC 10 s. 2013 - Cat. III	N/A	Sogod Water District
11	Engineering Aide A	029	6	15,524.00	Highschool graduate/vocational/trade course	None Required	None Required	None Required MC 10 s. 2013 - Cat. III	N/A	Sogod 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 **April 30, 2021**.

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/email their application to:


ANECITA A. ENGCOY

General Manager C

Kangleon Drive, Brgy. Zone 1, Sogod, So. Leyte

swd_0382@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.