

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

To: CIVIL SERVICE COMMISSION (CSC)

In line with the recategorization, we hereby request the publication of the following positions, which are authorized to be filled, at the CALAMBA WATER DISTRICT in the CSC website:


EXEQUIEL A. AGUILAR, JR.
General Manager A

Date: September 1, 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	Secretary B	30	7	17,179.00	Completion of two years studies in college	None required	None required	CSC Sub-Professional		Administrative
2	Administrative Services Officer A	34	16	36,628.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CSC Professional		Administrative
3	Administration Services Assistant B	41	10	21,205.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	CSC Sub-Professional		Administrative
4	Administration Services Assistant A	65	12	26,052.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	CSC Sub-Professional		Administrative
5	Warehouse Assistant B	51	8	18,251.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CSC Sub-Professional		Administrative
6	Materials Inspector	52	8	18,251.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CSC Sub-Professional		Administrative

7	Auto-Mechanic B	71	6	16,200.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Professional Driver's License MC 10 s. 2013 Cat IV	Administrative
8	Auto-Mechanic B	72	6	16,200.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Professional Driver's License MC 10 s. 2013 Cat IV	Administrative
9	Building Foreman	64	14	30,799.00	High School Graduate or Completion of relevant vocational/trade course	16 hours of relevant training	3 years of relevant experience	Electrician (Building Wiring - 250 volts) MC 11, s. 96 Cat. I)	Administrative
10	Auto-Mechanic A	68	9	19,593.00	High School Graduate or Completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Mechanic (Automotive Servicing) MC 10 s. 2013 Cat. II	Administrative
11	Auto-Mechanic A	69	9	19,593.00	High School Graduate or Completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Mechanic (Automotive Servicing) MC 10 s. 2013 Cat. II	Administrative
12	Driver	86	4	14,400.00	Elementary School Graduate	None required	None required	Professional Driver's License MC 10 s. 2013 Cat IV	Administrative
13	Driver	87	4	14,400.00	Elementary School Graduate	None required	None required	Professional Driver's License MC 10 s. 2013 Cat IV	Administrative
14	Driver	88	4	14,400.00	Elementary School Graduate	None required	None required	Professional Driver's License MC 10 s. 2013 Cat IV	Administrative
15	Driver	89	4	14,400.00	Elementary School Graduate	None required	None required	Professional Driver's License MC 10 s. 2013 Cat IV	Administrative
16	Driver	90	4	14,400.00	Elementary School Graduate	None required	None required	Professional Driver's License MC 10 s. 2013 Cat IV	Administrative
17	Driver	91	4	14,400.00	Elementary School Graduate	None required	None required	Professional Driver's License MC 10 s. 2013 Cat IV	Administrative
18	Administration Services Aide	75	4	14,400.00	Elementary School Graduate	None required	None required	None required MC 11, s. 96 Cat III	Administrative

19	Administration Services Aide	76	4	14,400.00	Elementary School Graduate	None required	None required	None required MC 11, s. 96 Cat III		Administrative
20	Administration Services Aide	77	4	14,400.00	Elementary School Graduate	None required	None required	None required MC 11, s. 96 Cat III		Administrative
21	Administration Services Assistant C	42	8	18,251.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CSC Sub-Professional		Administrative

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 11, 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. Original/authenticated Certificate of Live Birth issued by the Philippine Statistics Authority
4. Original/authenticated Diploma/Transcript of Records
5. Original/authenticated Certificate of Eligibility and/or License ID
6. Original Certificate(s) of Training Completion
7. Original Certificate of Awards received, if any
8. Authenticated Service Record for non-employees of Calamba Water District

Equal Employment Opportunity Principle

Interested qualified applicant is hereby encourage to submit application regardless of your age, sex, sexual orientation and gender identity, civil status, disability religion, ethnicity, or political affiliation.

QUALIFIED APPLICANTS are advised to hand in their application to:

EXEQUIEL A. AGUILAR JR

General Manager A

Lakeview Subd., Halang, Calamba City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.