

## **CALAMBA WATER DISTRICT**

Lakeview Subd., Halang, City of Calamba Tel. Nos. 545-2863; 545-1614; 545-2728; 5457895; 545-1389; 545-7981 Fax. No. 545-9752

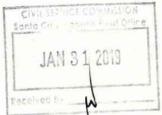
CS Form No. 9 Series of 2017

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

To: CIVIL SERVICE COMMISSION (CSC)

May we request for reposting of vacant positions for extension of submission of application:

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



No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					
					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Customer Service				BS Management/Accountancy/	4 hrs. relevant training	1 year of relevant	CSC-Sub Professional		Commercial Dept.
	Assistant D (servicing)	132	6	172,080.00	AB Economics/Information Tech.		experience			
					other related courses					
2	Customer Service				BS Management/Accountancy/	4 hrs. relevant training	1 year of relevant	CSC-Sub Professional		Commercial Dept.
	Assistant D (Disconne	151	6	172,080.00	AB Economics/Information Tech.		experience			
	tion)				other related courses					
	Customer Service									
	Assistant C (Meter	103	8	195,384.00	BS Management/Accountancy/	4 hrs. relevant training	1 year of relevant	CSC-Sub Professional		Commercial Dept.
	Reading)				AB Economics/Information Tech.		experience			
					other related courses					
4	Customer Service									
	Assistant C (Collection)	120	8	195,384.00	BS Management/Accountancy/	4 hrs. relevant training	1 year of relevant	CSC-Sub Professional		Commercial Dept.
					AB Economics/Information Tech.		experience			
					other related courses					
5	Draftsman A	166	8	195,384.00	Drafting/Undergrad Architecture	4 hrs. relevant training	1 year of relevant	CSC- Professional		Engineering Dept.
					Undergrad Civil Eng'g with Autocad		experience			
6	Laboratory Aide	243	4	152,088.00	High School/Vocational	4 hrs. relevant training	1 year of relevant	MC 10, s. 2013 Cat.		Production Dept.
								III		

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 February 11, 2019 @ 5:00 p.m..

1. Application letter must be addressed to Engr. Restituto B. Sumanga, Sr. and to be submitted to HRD, Calamba Water District, Lakeview Subd. Halang, Calamba City, Laguna; stating the Position Title applying for. Salary Grade and Item Number.

- 2. Support Documents to be attached in the application letter:
  - Authenticated Diploma/Transcript of Records
  - Authenticated Certificate of Eligibility and/or License ID
  - Original Certificate(s) of Training Completion
  - Original Certificate of Awards received, if any
  - Authenticated Service Record for non-employees of Calamba Water District
  - Omnibus Certification of Authenticity

3. Applicant must fill-up the Personal Data Sheet and attached Work Experience Sheet (CSC-Form 212,2017)

ENGR. RESTITUTO SUMANGA, SR.

General Manager A

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

## 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.

