



CALAMBA WATER DISTRICT

Lakeview Subd., Halang, Calamba City
Tel. Nos.: (049) 545-1389; 545-1614; 545-2863

24/7 PUBLIC SERVICE

April 24, 2018

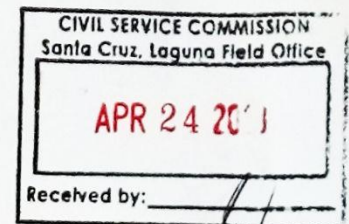
DIR. CHARITY F. AREVALO
Director II
CSC Field Office
Sta.Cruz, Laguna

Dear Dir. Arevalo:

May we request publication of the following positions to be filled up by qualified insiders/outside:

Office of the GM and AGM:

	SG	Item No.
Assistant General Manager	26	152
Qualifications:		
Master in Business Administration/ Master in Public Administration/ Master in Engineering/ Master in Sanitation & Sewerage/ Other related Masteral Courses or Certificate in Leadership and Management from Civil Service Commission 5years of supervisory/management experience 120hrs hours of supervisory/management learning and development intervention undertaken within the last 5 years CS –Professional/Second Level Eligibility (MC 05, 2016)		
Supervising Internal Control Officer	20	4
Qualifications:		
BS-Accountancy 3years relevant experience 16hrs relevant training RA 1080		
Secretary B	7	10
Qualifications:		
BS in Com. Arts/Dev.Com./Mass Com. Journalism/BS English or other related Courses 1 year relevant experience 8hrs. relevant training CS-Professional		



Admin Department:

Secretary B	7	16
Qualifications:		
BS in Com. Arts/Dev.Com./Mass Com.		
Journalism/BS English or other related		
Courses		
1 year relevant experience		
8hrs. relevant training		
CS-Professional		

Finance Department:

Secretary B	7	68
Qualifications:		
BS in Com. Arts/Dev.Com./Mass Com.		
Journalism/BS English or other related		
Courses		
1 year relevant experience		
8hrs. relevant training		
CS-Professional		

Commercial Dept.:

Secretary B	7	92
Qualifications:		
BS in Com. Arts/Dev.Com./Mass Com.		
Journalism/BS English or other related		
Courses		
1 year relevant experience		
8hrs. relevant training		
CS-Professional		

Supervising Data Analyst/Controller	17	106
Qualifications:		
BS Computer Science/Information Tech		
Computer Eng'g, other related courses		
1 year of relevant experience		
With expertise in Programming		
24 hrs. relevant training		
CS-Professional		

Customer Service Asst D (Servicing Section)	6	132
Qualifications:		
BS Management/Accountancy/AB Economics		
Information Tech, other related courses		
1 year relevant experience		
4 hrs. relevant training		
CS-Sub-Professional		

Customer Service Asst D (Disconnection Section)	6	151
Qualifications:		
BS Management/Accountancy/AB Economics		
Information Tech, other related courses		
1 year relevant experience		
4 hrs. relevant training		
CS-Sub-Professional		

Customer Service Asst. C (Meter Reading)	8	103
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Qualifications:

BS Management/Accountancy/AB Economics
Information Tech, other related courses
1 year relevant experience
4 hrs. relevant training
CS-Sub-Professional

Customer Service Asst. C (Collection)	8	120
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Qualifications:

BS Management/Accountancy/AB Economics
Information Tech, other related courses
1 year relevant experience
4 hrs. relevant training
CS-Sub-Professional

Engineering Department:

Secretary B	7	155
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Qualifications:

BS in Com.Arts/Dev.Com./Mass Com.
Journalism/BS English or other related
Courses
1 year relevant experience
8hrs. relevant training
CS-Professional

Draftsman A	8	166
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Qualifications:

Drafting/Undergrad Architecture
Undergrad Civil Eng'g with Autocad
1 year relevant experience
4hrs relevant training
CS-Professional

Production Department:

Secretary B	7	237
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Qualifications:

BS in Com.Arts/Dev.Com./Mass Com.
Journalism/BS English or other related
Courses
1 year relevant experience
8hrs. relevant training
CS-Professional

APPLICATION GUIDELINES AND PROCEDURES

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:

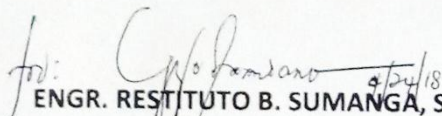
- Authenticated Diploma/Transcript of Records
- Authenticated Certificate of Eligibility and/or License ID
- Original Certificate(s) of Training Completion
- Original Certificate of Awards received, if any
- Authenticated Service Record for non-employees of Calamba Water District

3. Applicant must fill-up the Personal Data Sheet (CSC –Form 212, 2017)

4. Incomplete support documents will not be accepted.

Deadline of submission of application: May 11, 2018@ 5:00pm

Very truly yours;


ENGR. RESTITUTO B. SUMANGA, SR. *js*
General Manager A