



CALAMBA WATER DISTRICT

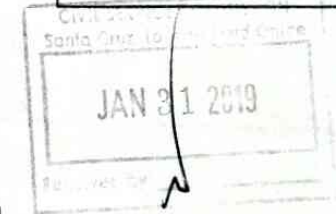
Lakeview Subd., Halang, City of Calamba
 Tel. Nos. 545-2863; 545-1614; 545-2728;
 5457895; 545-1389; 545-7981
 Fax. No. 545-9752

CS Form No. 9

Series of 2017

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

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



To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Calamba Water District in the CSC website and CSC Field office Bulletin

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Industrial Relation Management Asst. A	21	10	224,616.00	BS Management/Psychology/Human Resources Management/Industrial Engineering or other related courses	8 hrs. of relevant training	2 years of relevant experience	CSC Sub-Professional		Administrative Dept.
2	Administrative Services Assistant A	30	12	265,788.00	BS Management/Accountancy/ AB Economics/Information Technology or other related courses	8 hrs of relevant training	2 years of relevant experience	CSC Professional		Administrative Dept.
3	Driver	59	4	152,088.00	High School Graduate	8 hrs. of relevant training	2 years of relevant experience	Driver's License (1,2,3)		Administrative Dept.
4	Customer Service Assistant C (Meter Reading)	102	8	195,384.00	BS Management/Accountancy/ AB Economics/Information Technology or other related courses	4 hrs of relevant training	1 year of relevant experience	CSC Sub-Professional		Commercial Dept.
5	Customer Service Assistant A (Collection)	118	12	265,788.00	BS Management/Accountancy/ AB Economics/Information Technology or other related courses	8 hrs of relevant training	2 years of relevant experience	CSC Sub-Professional		Commercial Dept.
6	Customer Service Assistant C (Collection)	121	8	195,384.00	BS Management/Accountancy/ AB Economics/Information Technology or other related courses	4 hrs of relevant training	1 year of relevant experience	CSC Sub-Professional		Commercial Dept.

7	Clerk-Processor B	124	6	172,080.00	BS Office Mgt./Business Ad./ Accountancy/Info. Tech./other related courses	8 hrs. of relevant training	1 year of relevant experience			
8	Water Maintenance Foreman	221	14	317,928.00	High School Graduate/Vocational/ Trade course	16 hrs of relevant training	3 years of relevant experience	CSC Sub-Professional		Commercial Dept.
9	Water Maintenance Man B	229	6	172,080.00	High School Graduate/Vocational/ Trade course	4 hrs of relevant training	1 year of relevant experience	MC 10, s. 2013 Cat III		Engineering Dept.
10	Laboratory Technician A	240	10	224,616.00	BS Management/Accountancy/ AB Economics or other related courses	8 hrs. of relevant training	2 years of relevant experience	CSC Sub-Professional		Production Dept.
11	Driver	280	4	152,088.00	High School Graduate	8 hrs. of relevant training	2 years of relevant experience	Driver's License (1,2,3)		Production Dept.

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 18, 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:

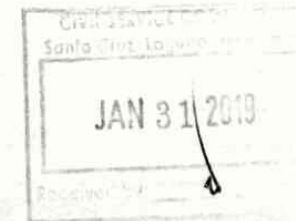
- Authenticated Diploma/Transcript of Records
- Authenticated Certificate of Eligibility and/or License ID
- Original Certificate(s) of Training Completion
- Original Certificate of Awards received, if any
- Authenticated Service Record for non-employees of Calamba Water District
- Omnibus Certification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

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

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

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.



APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.