

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

CIVIL SERVICE COMMISSION  
Santa Cruz, Laguna Field Office  
Electronic copy to be submitted to the CSC FO  
must be in MS Excel format  
**MAY 24 2019**  
Received by: AC 10:44am

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the CALAMBA WATER DISTRICT in the CSC website:

*Jose Lito A. Gilleran*  
**JOSELITO A. GILLERAN**  
Officer-in-Charge

Date: May 24, 2019

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	10	7	15,738.00	Completion of two years studies in college	none required	none required	CS Sub-Professional		OGM
2	Customer Service Assistant C	120	8	16,758.00	Completion of two years studies in college	4 hrs of relevant training	1 year of relevant experience	CS Sub-Professional		Commercial
3	Secretary B	155	7	15,738.00	Completion of two years studies in college	none required	none required	CS Sub-Professional		Engineering
4	Secretary B	237	7	15,738.00	Completion of two years studies in college	none required	none required	CS Sub-Professional		Production

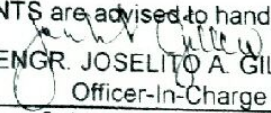
Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than June 5, 2019

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](http://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:

  
ENGR. JOSELITO A. GILLERA

Officer-In-Charge

Calamba Water District

Lakeview Subd., Halang, Calamba City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.