

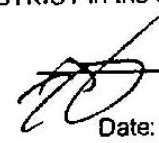
Republic of the Philippines
CALAMBA WATER DISTRICT
Request for Publication of Vacant Positions

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

CIVIL SERVICE COMMISSION
2150 Alibon Road, Cebu City
JUL 23 2019

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:


ENGR. JOSELITO A. GILLERA
Officer-in-Charge
Date: July 18, 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	Customer Service Assistant A (Meter Reader)	99	12	22,938.00	Completion of two years studies in college	8 hrs. of relevant training	2 years of relevant experience	CS Sub-Professional		Commercial
2	Customer Service Assistant C (Meter Reader)	103	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	Materials Planning Officer B	158	15	30,531.00	Bachelor's degree relevant to the job	4 hrs. of relevant training	1 year of relevant experience	CS Professional		Engineering
4	Draftsman A	168	8	16,758.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hrs. of relevant training	1 year of relevant experience	CS Sub-Professional/Draftsman MC 10 S. 2013 CAT. II		Engineering
5	Secretary B	237	7	15,738.00	Completion of two years studies in college	none required	none required	CS Sub-Professional		Production
6	Secretary B	16	7	15,738.00	Completion of two years studies in college	none required	none required	CS Sub-Professional		Administrative

7	Industrial Relations Management Assistant A	21	10	19,233.00	Completion of two years studies in college	8 hrs. of relevant training	2 years of relevant experience	CS Sub-Professional	Administrative
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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 August 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;
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.

