

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

To: CIVIL SERVICE COMMISSION (CSC)

In line with the recategorization, we hereby request the publication of the following positions, which are authorized to be filled, at the CALAMBA WATER DISTRICT in the CSC website:


EXEQUIEL A. AGUILAR, JR.
General Manager A

Date: September 1, 2021

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	96	7	17,179.00	Completion of two years studies in college	None required	None required	CSC Sub-Professional		Finance
2	Accounting Processor A	105	8	18,251.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CSC Sub-Professional		Finance
3	Accounting Processor A	106	8	18,251.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CSC Sub-Professional		Finance
4	Senior Accounting Processor A	104	12	26,052.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	CSC Sub-Professional		Finance
5	Senior Corporate Accountant C	101	16	36,628.00	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080		Finance

6	Cashiering Assistant	121	8	18,251.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CSC Sub-Professional		Finance

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 September 11, 2021.

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:

EXEQUIEL A. AGUILAR JR

General Manager A

Lakeview Subd., Halang, Calamba City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.