

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	Private Secretary	6	15	33,575.00	Completion of two years studies in college	None required	None required	None required		OGM
2	Executive Assistant C	7	14	30,799.00	Bachelor's Degree	4 hours of training	1 year of experience	CSC Professional		OGM
3	Driver Mechanic B	9	7	17,179.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Professional Driver's License MC 10, s. 2103 Cat IV		OGM
4	Legal Researcher	13	13	28,276.00	Bachelor's degree relevant to the job	None required	None required	CSC Professional		OGM
5	Corporate Planning Specialist	14	18	43,681.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CSC Professional		OGM
6	Senior Corporate Planning Analyst	15	16	36,628.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CSC Professional		OGM

7	Internal Control Officer B	17	11	23,877.00	Bachelor's degree relevant to the job	None required	None required	CSC Professional		OGM
8	Sr. Management Information System Analyst	19	16	36,628.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CSC Professional		OGM
9	Computer Maintenance Technologist I	22	11	23,877.00	Bachelor's degree relevant to the job	None required	None required	CSC Professional		OGM
10	Computer Operator	25	9	19,593.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade	4 hours of relevant training	1 year of relevant experience	CSC Sub-Professional		OGM

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.