



## CALAMBA WATER DISTRICT

Lakeview Subd., Halang, Calamba City

Tel. Nos.: (049) 545-1389; 545-1614; 545-2863

24/7 PUBLIC SERVICE

May 21, 2018

### REPOSTING FOR FILLING UP OF PUBLISHED VACANT POSITION

Office of the GM:

	SG	Item No.
<b>Internal Control Officer</b>	11	9
Qualifications:		
BS Accountancy/Management		
Agribusiness Management/other		
Related courses		
1year experience		
8hrs relevant trainings		
CS- Professional		

Admin Department:

<b>Shipping Assistant B</b>	8	56
Qualifications:		
BSC –Management/Accountancy		
Other related courses		
1 year experience		
8hrs relevant trainings		
CS-Sub-Professional		

<b>Building Electrician B</b>	6	58
Qualifications:		
Vocational Course in Electricity		
And other related courses		
1 year experience in building wiring		
8hrs relevant trainings		

<b>Driver</b>	4	63
Qualifications:		
At least high school graduates		
3yrs experience in driving		
Driver's License with at least restriction 1 & 2		
8hrs relevant trainings		

Commercial Department:

**Supervising Customer Service Officer** 20 104

Qualifications:

BS Accountancy/Management  
Psychology/Mass Com  
Other related courses  
3yrs Supervisory Experience  
24hrs relevant trainings  
CS-Professional

**Information Officer C** 11 131

Qualifications:

AB Major in English/  
Mass Com/Dev.Com and  
Other related courses  
1yr. experience  
8hrs relevant training  
CS-Professional

Engineering Department:

**Water Maintenance General Foreman** 18 219

Qualifications:

Bachelor's Degree holder in any  
Engineering courses  
3yrs relevant experience  
24hrs relevant training  
RA 1080/CS-Professional

**5- Water Maintenance Man B** 6 177,178,194,195,215

Qualifications:

High School graduates  
Or related Vocational course  
2yrs relevant experience  
16hrs. relevant training

**Sr. Instrument Technician** 11 204

Qualifications:

High School graduates  
Or related Vocational course  
2yrs experience  
16hrs. training  
NC 2-Plumbing

Production Department:

**2- Sr. Water Resources Facilities Operator B** 9 260,263

Qualifications:

High School graduates  
Or related Vocational course  
3yrs relevant experience in motor control  
And electrical wiring  
16hrs. training  
NC2- Mechatronics Servicing



**Water Resources Facilities Operator B**

6

276

High School graduates  
Or related Vocational course  
2yrs relevant experience in motor control  
16hrs. training

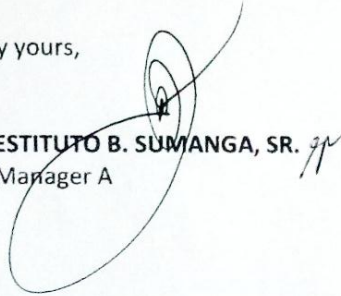
**APPLICATION GUIDELINES AND PROCEDURES**

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
3. Applicant must fill-up the Personal Data Sheet (CSC –Form 212, 2017)
4. Incomplete support documents will not be accepted.

**Deadline of submission of application: June 5, 2018@ 5:00pm**

Very truly yours,

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

A handwritten signature in blue ink, consisting of a large, stylized 'R' followed by 'B. Sumanga, Sr.' and a small flourish.