



## 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 and AGM:

	SG	Item No.
<b>Assistant General Manager</b>	26	152
Qualifications:		
Master in Business Administration/ Master in Public Administration/ Master in Engineering/ Master in Sanitation & Sewerage/ Other related Masteral Courses or Certificate in Leadership and Management from Civil Service Commission 5years of supervisory/management experience 120hrs hours of supervisory/management learning and development intervention undertaken within the last 5 years CS –Professional/Second Level Eligibility (MC 05, 2016)		
<b>Supervising Internal Control Officer</b>	20	4
Qualifications:		
BS-Accountancy 3years relevant experience 16hrs relevant training RA 1080		
<b>Secretary B</b>	7	10
Qualifications:		
BS in Com. Arts/Dev.Com./Mass Com. Journalism/BS English or other related Courses 1 year relevant experience 8hrs. relevant training CS-Professional		

Admin Department:

<b>Secretary B</b>	7	16
Qualifications:		
BS in Com. Arts/Dev.Com./Mass Com. Journalism/BS English or other related Courses		
1 year relevant experience		
8hrs. relevant training		
CS-Professional		

Finance Department:

<b>Secretary B</b>	7	68
Qualifications:		
BS in Com. Arts/Dev.Com./Mass Com. Journalism/BS English or other related Courses		
1 year relevant experience		
8hrs. relevant training		
CS-Professional		

Commercial Dept.:

<b>Secretary B</b>	7	92
Qualifications:		
BS in Com. Arts/Dev.Com./Mass Com. Journalism/BS English or other related Courses		
1 year relevant experience		
8hrs. relevant training		
CS-Professional		
<b>Supervising Data Analyst/Controller</b>	17	106
Qualifications:		
BS Computer Science/Information Tech Computer Eng'g, other related courses		
1 year of relevant experience		
With expertise in Programming		
CS-Professional		
<b>Customer Service Asst D (Servicing Section)</b>	6	132
Qualifications:		
BS Management/Accountancy/AB Economics Information Tech, other related courses		
1 year relevant experience		
4 hrs. relevant training		
CS-Sub-Professional		
<b>Customer Service Asst D (Disconnection Section)</b>	6	151
Qualifications:		
BS Management/Accountancy/AB Economics Information Tech, other related courses		
1 year relevant experience		
4 hrs. relevant training		
CS-Sub-Professional		

<b>Customer Service Asst. C (Meter Reading)</b>	8	103
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Qualifications:

BS Management/Accountancy/AB Economics  
Information Tech, other related courses  
1 year relevant experience  
4 hrs. relevant training  
CS-Sub-Professional

<b>Customer Service Asst. C (Collection)</b>	8	120
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Qualifications:

BS Management/Accountancy/AB Economics  
Information Tech, other related courses  
1 year relevant experience  
4 hrs. relevant training  
CS-Sub-Professional

Engineering Department:

<b>Secretary B</b>	7	155
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Qualifications:

BS in Com.Arts/Dev.Com./Mass Com.  
Journalism/BS English or other related  
Courses  
1 year relevant experience  
8hrs. relevant training  
CS-Professional

<b>Draftsman A</b>	8	166
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Qualifications:

Drafting/Undergrad Architecture  
Undergrad Civil Eng'g with Autocad  
1 year relevant experience  
4hrs relevant training  
CS-Professional

Production Department:

<b>Secretary B</b>	7	237
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Qualifications:

BS in Com.Arts/Dev.Com./Mass Com.  
Journalism/BS English or other related  
Courses  
1 year relevant experience  
8hrs. relevant training  
CS-Professional

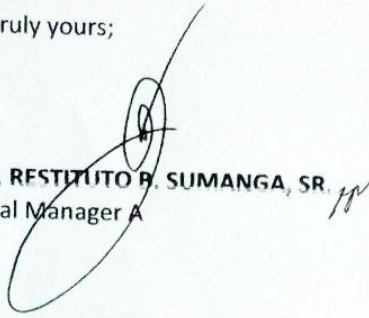


## APPLICATION GUIDELINES AND PROCEDURES

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