

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  
Icanto Cruz, Laguna Field Office  
**JUN 05 2020**

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.

**EXEQUIEL A. AGUILAR, JR.**  
General Manager A

Date: June 5, 2020

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	Industrial Relation Management Assistant A	21	10	20,219.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	CSC Sub-Professional		Administrative
2	Warehouse Officer A	55	13	26,754.00	Bachelor's degree	none required	none required	CSC Professional		Administrative
3	Records Assistant	62	8	17,505.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CSC Sub-Professional		Administrative
4	Chief Corporate Accountant B	70	20	52,703.00	Bachelor's degree in Commerce/Business Administration major in Accounting	16 hours of relevant training	3 years of relevant experience	RA 1080		Finance
5	Senior Corporate Accountant A	71	18	42,159.00	Bachelor's degree in Commerce/Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080		Finance
6	Accounting Processor A	75	8	17,505.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CSC Sub-Professional		Finance
7	Chief Corporate Budget Officer B	82	20	52,703.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CSC Professional		Finance

8	Corporate Budget Examiner	88	10	20,219.00	Bachelor's degree relevant to the job	none required	none required	CSC Professional	Finance
9	Customer Service Assistant A	118	12	24,495.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	CSC Sub-Professional	Commercial
10	Customer Service Assistant A	128	12	24,495.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	CSC Sub-Professional	Commercial
11	Customer Service Assistant B	130	10	20,219.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	CSC Sub-Professional	Commercial
12	Customer Service Officer A	135	16	35,106.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CSC Professional	Commercial
13	Customer Service Assistant A	139	12	24,495.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	CSC Sub-Professional	Commercial
14	Sr. Utilities Service Officer	157	18	42,159.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CSC Professional	Engineering
15	Draftsman A	166	8	17,505.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	CSC Sub-Professional/Draftsman (MC 10 S. 2013 Cat. II)	Engineering
16	Sr. Water Maintenance Mar. B	172	10	20,219.00	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	MC 10 S 2013 Cat. III)	Engineering
17	Water Maintenance General Foreman	219	18	42,159.00	High School Graduate or Completion of relevant vocational/trade course	24 hours of relevant training	4 years of relevant experience	None required MC 11, S 1996 Cat. III)	Engineering
18	Sr. Water Maintenance Man B	223	10	20,219.00	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	MC 10, S. 2013 Cat. III)	Engineering
19	Sr. Water Utilities Management Officer	245	18	42,159.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CSC Professional	Production

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Prepared by: \_\_\_\_\_

20	Water Resources Facilities Operator B	275	6	15,524.00	High School Graduate or Completion of relevant vocational/trade course	none required	none required	MC 10, S. 2013 (Cat. II)	Production
21	Water Resources Facilities Operator B	277	6	15,524.00	High School Graduate or Completion of relevant vocational/trade course	none required	none required	MC 10, S. 2013 (Cat. II)	Production
22	Water Maintenance Man B	229	6	15,524.00	Elementary School Graduate	none required	none required	MC 10, S. 2013 (Cat. III)	Engineering
23	Laboratory Aide A	243	4	13,807.00	Elementary School Graduate	none required	none required	MC 10, S. 2013 (Cat. III)	Production

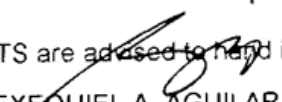
Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than June 16, 2020.

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](http://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

