



CALAMBA WATER DISTRICT
 Lakeview Subd., Halang, City of Calamba
 Tel. Nos. 545-2863; 545-1614; 545-2728;
 5457895; 545-1389; 545-7981
 Fax. No. 545-9752

CS Form No. 9
 Series of 2017

Electronic copy to be submitted to the CSC FO
 must be in MS Excel format

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

CIVIL SERVICE COMMISSION
 Santa Cruz, Laguna Field Office
 JAN 31 2019
 Received by: *W*

To: CIVIL SERVICE COMMISSION (CSC)

May we request for reposting of vacant positions for extension of submission of application:

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Customer Service Assistant D (servicing)	132	6	172,080.00	BS Management/Accountancy/ AB Economics/Information Tech. other related courses	4 hrs. relevant training	1 year of relevant experience	CSC-Sub Professional		Commercial Dept.
2	Customer Service Assistant D (Disconnection)	151	6	172,080.00	BS Management/Accountancy/ AB Economics/Information Tech. other related courses	4 hrs. relevant training	1 year of relevant experience	CSC-Sub Professional		Commercial Dept.
3	Customer Service Assistant C (Meter Reading)	103	8	195,384.00	BS Management/Accountancy/ AB Economics/Information Tech. other related courses	4 hrs. relevant training	1 year of relevant experience	CSC-Sub Professional		Commercial Dept.
4	Customer Service Assistant C (Collection)	120	8	195,384.00	BS Management/Accountancy/ AB Economics/Information Tech. other related courses	4 hrs. relevant training	1 year of relevant experience	CSC-Sub Professional		Commercial Dept.
5	Draftsman A	166	8	195,384.00	Drafting/Undergrad Architecture Undergrad Civil Eng'g with Autocad	4 hrs. relevant training	1 year of relevant experience	CSC- Professional		Engineering Dept.
6	Laboratory Aide	243	4	152,088.00	High School/Vocational	4 hrs. relevant training	1 year of relevant	MC 10, s. 2013 Cat. III		Production Dept.

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 February 11, 2019 @ 5:00 p.m..

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
- Omnibus Certification of Authenticity

3. Applicant must fill-up the Personal Data Sheet and attached Work Experience Sheet (CSC-Form 212,2017)

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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.

