



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

CIVIL SERVICE COMMISSION
 Sarah Cruz Laguna Field Office
JAN 22 2019
 Received by: _____

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

To: **CIVIL SERVICE COMMISSION (CSC)**

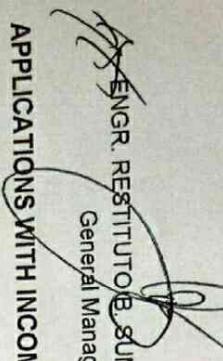
May we request publication of the following position to be filled up by our existing employees thru lateral transfer, promotion and regularization of existing contractual employees:

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Information Officer C	131	11	242,148.00	AB Major in English/Mass Com/ Dev. Com and other related course	8 hrs. of relevant training	1 year of relevant experience	CSC- Professional	Commercial
2	Supervising Internal Control Officer	4	20	564,444.00	BS Accountancy	16 hrs. of relevant training	3 years of relevant Experience	RA 1080	Office of General Manager
3	Secretary B	10	7	183,048.00	BS in Com. Arts/Dev. Com./Mass Comm./Journalism/BS English or other related courses	8 hrs. of relevant training	1 year of relevant	CSC- Professional	Office of General Manager
4	Secretary B	16	7	183,048.00	BS in Com. Arts/Dev. Com./Mass Comm./Journalism/BS English or other related courses	8 hrs. of relevant training	1 year of relevant	CSC- Professional	Administrative
5	Secretary B	155	7	183,048.00	BS in Com. Arts/Dev. Com./Mass Comm./Journalism/BS English or other related courses	8 hrs. of relevant training	1 year of relevant	CSC- Professional	Engineering Dept.
6	Secretary B	237	7	183,048.00	BS in Com. Arts/Dev. Com./Mass Comm./Journalism/BS English or other related courses	8 hrs. of relevant training	1 year of relevant	CSC- Professional	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 January 31, 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)

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.


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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

CIVIL SERVICE COMMISSION
Santo Cruz, Laguna Field Office
JAN 22 2019
Received by: 