



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
 Santa Cruz Learning Field Office
JAN 22 2019
 Received by: _____

CS Form No. 9
 Series of 2017

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	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	4 hrs. relevant training	1 year of relevant experience	CSC-Professional		Engineering Dept.	
6	Laboratory Aide	243	4	152,088.00	Undergrad Civil Eng'g with AutoCAD High School/Vocational	4 hrs. relevant training	1 year of relevant experience	MC 10, s 2013 Cat III		Production Dept.	

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

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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)


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.

