



**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

**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					
					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Department Manager C	15	24	879 588 00	Master's Degree or Certificate in Leadership and Management from the Civil Service Commission	120 hours of supervisory/ management learning and development intervention undertaken with in the last 5 years	5 yrs. Of Supervisory/ Management Experience	CSC Professional/ Second Level Eligibility	1. Building collaborative inclusive working relationships 2. Managing performance and coaching of results 3. Leading change 4. Thinking strategically and creatively 5. Creating and nurturing a high performing organization	Administrative

Electronic copy to be submitted to the CSC PO  
CIVIL SERVICE COMMISSION  
Sanita Cruz, Tuguegarao Field Office  
AUG 03 2013  
Received by: \_\_\_\_\_


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 August 15, 2018 @ 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 (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.

*[Signature]*  
**ENGR. RESTITUTO B. SUMANGA, SR.**, SR.  
 General Manager A

**APPLICATIONS WITH/INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**