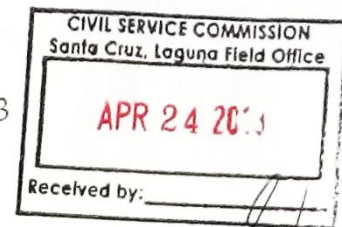




CALAMBA WATER DISTRICT

Lakeview Subd., Halang, Calamba City
Tel. Nos. : (049) 545-1389; 545-1614, 545-2863



24/7 PUBLIC SERVICE

April 24, 2018

DIR. CHARITY F. AREVALO
Director II
CSC Field Office
Sta Cruz, Laguna

Dear Dir. Arevalo:

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

Office of the GM:

| | SG | Item No. |
|---------------------------------|----|----------|
| Internal Control Officer | 11 | 9 |
| Qualifications: | | |
| BS Accountancy/Management | | |
| Agribusiness Management/other | | |
| Related courses | | |
| 1year experience | | |
| 8hrs relevant trainings | | |
| CS- Professional | | |

Admin Department:

| | | |
|-----------------------------|---|----|
| Shipping Assistant B | 8 | 56 |
| Qualifications: | | |
| BSC –Management/Accountancy | | |
| Other related courses | | |
| 1 year experience | | |
| 8hrs relevant trainings | | |
| CS-Sub-Professional | | |

| | | |
|--------------------------------------|---|----|
| Building Electrician B | 6 | 58 |
| Qualifications: | | |
| Vocational Course in Electricity | | |
| And other related courses | | |
| 1 year experience in building wiring | | |
| 8hrs relevant trainings | | |

| | | |
|--|---|----|
| Driver | 4 | 63 |
| Qualifications: | | |
| At least high school graduates | | |
| 3yrs experience in driving | | |
| Driver's License with at least restriction 1 & 2 | | |
| 8hrs relevant trainings | | |

Commercial Department:

| | | |
|--|--------|---------|
| Supervising Customer Service Officer | 20 | 104 |
| Qualifications: | | |
| BS Accountancy/Management | | |
| Psychology/Mass Com | | |
| Other related courses | | |
| 3yrs Supervisory Experience | | |
| 24hrs relevant trainings | | |
| CS-Professional | | |
| Information Officer C | 11 | 131 |
| Qualifications: | | |
| AB Major in English/ Mass Com/Dev.Com and | | |
| Other related courses | | |
| 1yr. experience | | |
| 8hrs relevant training | | |
| CS-Professional | | |

Engineering Department:

| | | |
|--|--------|-------------------------|
| Water Maintenance General Foreman | 18 | 219 |
| Qualifications: | | |
| Bachelor's Degree holder in any Engineering courses | | |
| 3yrs relevant experience | | |
| 24hrs relevant training | | |
| RA 1080/CS-Professional | | |
| 5- Water Maintenance Man B | 6 | 177,178,194,195,215 |
| Qualifications: | | |
| High School graduates Or related Vocational course | | |
| 2yrs relevant experience | | |
| 16hrs. relevant training | | |
| Sr. Instrument Technician | 11 | 204 |
| Qualifications: | | |
| High School graduates Or related Vocational course | | |
| 2yrs experience | | |
| 16hrs. training | | |
| NC 2-Plumbing | | |

Production Department:

| | | |
|--|---|---------|
| 2- Sr. Water Resources Facilities Operator B | 9 | 260,263 |
| Qualifications: | | |
| High School graduates Or related Vocational course | | |
| 3yrs relevant experience in motor control And electrical wiring | | |
| 16hrs. training | | |
| NC2- Mechatronics Servicing | | |

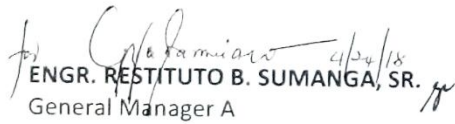
High School graduates
Or related Vocational course
2yrs relevant experience in motor control
16hrs. training

APPLICATION GUIDELINES AND PROCEDURES

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
3. Applicant must fill-up the Personal Data Sheet (CSC –Form 212, 2017)
4. Incomplete support documents will not be accepted.

Deadline of submission of application: May 11, 2018@ 5:00pm

Very truly yours,


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