

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication in the CSC Job Portal of the following vacant positions, which are authorized to be filled at the CALAMBA WATER DISTRICT:

 FIELD OFFICE LAGUNA 2nd Records Bldg., City Hall Comp., Calamba City, 4027 Province of Laguna (049) 543 2361 ro04-@laguna.csc.gov.ph	
Electronic copy to be submitted to the CSC FO must be in MS Excel format	
RECEIVED	
Name: MARIANNE MALABANAN Position: DETACHED Designation:	Date: SEP 08 2026 Time: 8:06am
RO4-CLB-APPT-20	

EXEQUIEL A. AGUILAR, JR.
General Manager A

Date: September 8, 2026

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency / Area of Specialization/ Residency Requirement (if applicable)	
1	Materials Procurement Officer B	54	15	42,178.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Administrative Department
2	Administration Services Assistant A	58	12	33,947.00	Completion of two years of studies in college (prior to 2018) OR Completion of Grade 12/Senior High School (starting 2016)	8 hours of relevant training	2 years of relevant experience	Career Service (Sub-Professional) First Level Eligibility		Administrative Department
3	Cashier C	108	12	33,947.00	Bachelor's degree	none required	none required	Career Service (Professional) Second Level Eligibility		Finance Department
4	Corporate Budget Assistant	105	8	22,423.00	Completion of two years of studies in college (prior to 2018) OR Completion of Grade 12/Senior High School (starting 2016)	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility		Finance Department

5	Water Maintenance Foreman	235	14	38,764.00	High School Graduate (prior to 2016), OR Completion of Grade 10/Junior High School (starting 2016) OR Completion of relevant vocational/trade course	16 hours of relevant training	3 years of relevant experience	none required (MC 10 s. 2013 Cat. III)		Technical Services Department
6	Water Maintenance Foreman	263	14	38,764.00	High School Graduate (prior to 2016), OR Completion of Grade 10/Junior High School (starting 2016) OR Completion of relevant vocational/trade course	16 hours of relevant training	3 years of relevant experience	none required (MC 10 s. 2013 Cat. III)		Technical Services Department
7	Sr. Water Maintenance Man A	237	12	33,947.00	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	none required (MC 10 s. 2013 Cat. III)		Technical Services Department
8	Water Maintenance Man B	205	6	19,716.00	Elementary School Graduate	none required	none required	none required (MC 10 s. 2013 Cat. III)		Technical Services Department
9	Sr. Water Resources Facilities Operator B	332	9	24,329.00	High School Graduate (prior to 2016), OR Completion of Grade 10/Junior High School (starting 2016) OR Completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Water Resources Facilities Operator (MC 10, s. 2013 Cat. II)		Operations Department
10	Water Resources Facilities Operator B	361	6	19,716.00	High School Graduate (prior to 2016), OR Completion of Grade 10/Junior High School (starting 2016) OR Completion of relevant vocational/trade course	none required	none required	Water Resources Facilities Operator (MC 10, s. 2013 Cat. II)		Operations Department

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11	Water Resources Facilities Tender A	379	5	18,581.00	Elementary School Graduate	none required	none required	none required (MC 11 s. 96 Cat. III)		Operations Department

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than

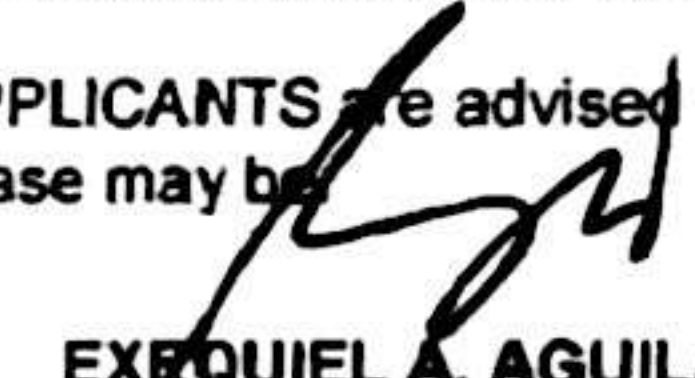
September 18, 2026

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
2. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
3. Hard copy or electronic copy of proof of eligibility/rating/license; and
4. Hard copy or electronic copy of Transcript of Records.

This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.

This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to the head of office/ human resource management office/records office, as the case may be.



EXEQUIEL A. AGUILAR, JR.

General Manager A

Lakeview Subd., Halang, Calamba City

calambawaterdistrict@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.