

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



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

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Catbalogan Water District in the CSC website:

ENGR. RALPH S. UY
(Head of Agency)

Date: December 6, 2017

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Accounting Processor B	11	6	14,340.00	Completion of two years studies in college	None Required	None required	CS Sub-Professional/First Level Eligibility		CWD, Catbalogan City
2	Administrative Services Aide	51	4	12,674.00	Elementary school graduate	None required	None required	None required (MC 11 s. 1996-Cat. III)		CWD, Catbalogan City
3	Data Encoder	56	7	15,254.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Professional/First Level Eligibility		CWD, Catbalogan City
4	Engineer B	54	12	22,149.00	Bachelor's Degree in Engineering relevant to the job	None required	None required	R.A. 1080 (CE, ChemE)		CWD, Catbalogan City
5	Minutes and Agenda Officer B	8	11	20,179.00	Bachelor's Degree	None required	None required	CS Professional/Second Level		CWD, Catbalogan City
6	Senior Engineer B	55	15	29,010.00	Bachelor's Degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	R.A. 1080 (CE, ChE, ME, EE)		CWD, Catbalogan City
7	Senior Water/Sewerage Maintenance Man A	27	12	22,149.00	Elementary school graduate	8 hours of relevant training	2 year of relevant experience	None required (MC 11 s. 1996-Cat. III)		CWD, Catbalogan City
8	Utilities/Customer Service Assistant C	16	8	16,282.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Professional/First Level Eligibility		CWD, Catbalogan City
9	Utilities/Customer Service Assistant C	45	8	16,282.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Professional/First Level Eligibility		CWD, Catbalogan City
10	Utilities/Customer Service Officer B	15	14	26,484.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Professional/Second Level Eligibility		CWD, Catbalogan City
11	Utility Worker B	12	1	10,510.00	Must be able to read and write	None required	None required	None required (MC 11 s. 1996-Cat. III)		CWD, Catbalogan City
12	Water Resource Facilities Operator A	49	8	16,282.00	High school graduate or completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Water Resources Facilities Operator (MC s. 1996-Cat.1)		CWD, Catbalogan City
13	Water Resource Facilities Operator B	39	6	14,340.00	High school graduate or completion of relevant vocational/trade course	None required	None required	Water Resources Facilities Operator (MC s. 1996-Cat.1)		CWD, Catbalogan City

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 February 28, 2017.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

ENGR. RALPH S. UY
General Manager
Pier 2 Allen Avenue Ext., Catbalogan City
catbaloganwd@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.