

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

To: CIVIL SERVICE COMMISSION (CSC)

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


MARIANNE C. CRUZ
OIC- Administrative Division

Date: September 4, 2024

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 applicable (if applicable)	
1	Division Manager C	26	SG-22	74,836.00	Bachelor's Degree (preferably Bachelor's Degree in Engineering)	24 hours of relevant training	4 years of relevant experience	Career Service (Professional) Second Level Eligibility/ Preferably Licensed Engineer	Knowledgeable on managing and leading people	CWD Office, Catbalogan City
2	Housekeeping Services Assistant	41	SG-6	18,255.00	Elementary School Graduate	None Required	None Required	None Required (MC 10, s2013-Cat. III)	N/A	CWD Office, Catbalogan City
3	Administrative Services Aide	51	SG-4	16,209.00	Elementary School Graduate	None Required	None Required	None Required (MC 10, s2013-Cat. III)	N/A	CWD Office, Catbalogan City
4	***** Nothing Follows *****									
5										
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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 September 17, 2024

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 last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. This office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PVD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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

ENGR. MIGUEL P. MACASPAG
General Manager
Pier 2, Allen Avenue Extension, Catbalogan City
catbaloganwd@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.


CIVIL SERVICE COMMISSION
Republic of the Philippines
CSC FO - SAMA
ACKNOWLEDGEMENT
Unique ID No
Date and Time of Receipt: SEP 05 2024 12:25 pm
Receiving Officer: ANA REGINA R. DEJARLO