

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

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

DATE MAY 18 2021
4:12pm
Date of posting and posting shall be reported from the date of actual publication in the CSC website

To: CIVIL SERVICE COMMISSION (CSC)

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

Eddies C. Inot
HRMO

Date: May 18, 2021

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 (if applicable)	
1	Secretary A	Item No. 2	9	19,593.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	Computer literate Has a good oral & written communication skills	Carcar Water District
2	Industrial Relations Management Officer B	Item No. 6	13	28,276.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility		Carcar Water District
3	Storekeeper C	Item No. 10	6	16,200.00	Completion of two years in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Carcar Water District
4	Accounting Processor A	Item No. 21	8	18,251.00	Bachelor's Degree in any Business related course	4 hours of relevant training in basic bookkeeping	1 year of relevant experience in accounting related tasks	Career Service Subprofessional/First level eligibility	Computer literate Keen to details Has a good oral & written communication skills	Carcar Water District
5	Utilities/Customer Services Assistant B	Item No. 27	10	21,205.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service Subprofessional/First level eligibility	Computer literate Keen to details Has a good oral & written communication skills Has a good customer service skills	Carcar Water District

6	Water/Sewerage Maintenance Man B	Item No. 43	6	16,200.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		Carcar Water District
7	Water/Sewerage Maintenance Man C	53	4	14,400.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		Carcar Water District
8	Plumber C	Item No. 62	3	13,572.00	Elementary School Graduate	None Required	None Required	Plumber (MC 10, s. 2013)		Carcar Water District
9	Plumber C	Item No. 65	3	13,572.00	Elementary School Graduate	None Required	None Required	Plumber (MC 10, s. 2013)		Carcar Water District
10	Corporate Attorney A	Item No. 69	18	43,681.00	Bachelor of Laws	None Required	None Required	RA 1080		Carcar Water District
11	Technical Assistant B	Item No. 72	20	54,251.00	Bachelor's Degree	40 hours of relevant training	3 years of relevant experience in water supply operations and design preparation	Career Service (Professional) Second Level Eligibility		Carcar Water District
12	Cashier C	Item No. 74	12	26,052.00	Bachelor's Degree in any business related course	None required	Atleast 2 years experience as cashier/disbursing officer	Career Service Professional/Second Level Eligibility	Computer literate Has a good customer service skills Has knowledge in counterfeit money detection	Carcar Water District
13	Internal Control Officer B	Item No. 75	11	23,877.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		Carcar Water District
14	Utilities/Customer Services Assistant D	Item No. 78	6	16,200.00	Completion of two years in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Carcar Water District
15	Water/Sewerage Maintenance Man C	Item No. 82	4	14,400.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		Carcar Water District
16	Driver	Item No. 83	4	14,400.00	High School Graduate	None Required	Atleast 2 years experience	Driver's License (MC 11, s. 96 - Cat. III)	Possesses knowledge of the following: Traffic rules and signs Defensive driving Basic vehicle troubleshooting	Carcar Water District

17	Utility Worker A	Item No. 86	3	13,572.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		Carcar Water District
18	Utility Worker A	Item No. 89	3	13,572.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		Carcar Water District
19	Utility Worker A	Item No. 90	3	13,572.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		Carcar Water District
20	Utility Worker A	Item No. 91	3	13,572.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		Carcar Water District
21	Utility Worker A	Item No. 92	3	13,572.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		Carcar Water District
22	UTILITY WORKER B	Item No. 95	1	12,034.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		Carcar Water District
23	UTILITY WORKER B	Item No. 96	1	12,034.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		Carcar Water District
24	UTILITY WORKER B	Item No. 98	1	12,034.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		Carcar Water District
25	UTILITY WORKER B	Item No. 99	1	12,034.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		Carcar Water District
26	UTILITY WORKER B	Item No. 100	1	12,034.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		Carcar Water District
27	UTILITY WORKER B	Item No. 101	1	12,034.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		Carcar Water District
28	UTILITY WORKER B	Item No. 102	1	12,034.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		Carcar Water District

29	WATER/SEWERAGE MAINTENANCE MAN A	Item No. 108	8	18,251.00	Elementary School Graduate	4 hours of relevant training	1 year of relevant experience	None Required (MC 11, s. 96 - Cat. III)		Carcar Water District
30	WATER/SEWERAGE MAINTENANCE MAN A	Item No. 109	8	18,251.00	Elementary School Graduate	4 hours of relevant training	1 year of relevant experience	None Required (MC 11, s. 96 - Cat. III)		Carcar Water District
Nothing Follows										

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 **May 18, 2021**.

1. Application Letter specifying the position applied for
2. 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;
3. Certified True Copy of Performance rating in the present position for one (1) year (if applicable);
4. Certified True and Authenticated Copy of certificate of eligibility/rating/license; and
5. Certified True Copy of Transcript of Records
6. Certified True Copy of Certificate/s of Employment with Job Description
7. Place all requirements in a folder with tabbings.

No discrimination in the selection of applicants on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation.

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

Engr. Edward L. Remo
 General Manager
 San Vicente St., Poblacion I, Carcar City, Cebu
[cwg.applications@gmail.com](mailto:cwd.applications@gmail.com)

ONLY SHORTLISTED APPLICANTS WILL BE NOTIFIED FOR PRELIMINARY EVALUATION.