

CSC FO CEBU SOUTH

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must be in MS Excel format

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

DATE: JAN 16 2024
TIME: 10:13

ROSEVIE O. ROCA
Human Resource Specialist II

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:

Date of publication and posting
shall be within 10 days from the date
of publication in the CSC
Job portal.


Atty. Edward L. Remo, CE, MPA
(Head of Agency)

Date: January 16, 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 (if applicable)	
1	Department Manager B	Item No. 3	25	102,690.00	Master's Degree OR Certificate in Leadership and Management from the CSC	120 hours of supervisory/management learning and development intervention undertaken within the last 5 years	5 years of supervisory/management experience	Career Service (Professional) Second Level Eligibility		Carcar Water District
2	Procurement Assistant B	Item No. 8	8	19,744.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Carcar Water District
3	Department Manager B	Item No. 24	25	102,690.00	Master's Degree OR Certificate in Leadership and Management from the CSC	120 hours of supervisory/management learning and development intervention undertaken within the last 5 years	5 years of supervisory/management experience	Career Service (Professional) Second Level Eligibility		Carcar Water District
4	Utilities/Customer Services Assistant C	Item No. 33	8	19,744.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Carcar Water District
5	Utilities/Customer Services Assistant D	Item No. 78	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Carcar Water District

6	Driver	Item No. 84	4	15,586.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC 11, s. 1996 - Cat. IV)		Carcar Water District
7	Division Manager B	Item No. 103	23	80,003.00	Bachelor's Degree	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years	4 years of supervisory/management experience	Career Service (Professional) Second Level Eligibility		Carcar Water District
8	Industrial Relations Development/Management Aide	Item No. 137	4	15,586.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Carcar Water District
9	Industrial Relations Development/Management Aide	Item No. 140	4	15,586.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Carcar Water District
10	Cashiering Assistant	Item No. 146	8	19,744.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		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 January 26, 2024.

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/send through courier **and** email their application to:

Atty. Edward L. Remo, CE, MPA

General Manager

San Vicente St., Poblacion I, Carcar City, Cebu

cwd.applications@gmail.com

ONLY SHORTLISTED APPLICANTS WILL BE NOTIFIED FOR PRELIMINARY EVALUATION.