

# BULLETIN OF VACANT POSITIONS IN THE GOVERNMENT

Issue No. 4  
Date: October 03, 2017

**POLOMOLOK WATER DISTRICT is in need of one (1) Engineering Aide. As we value diversity in our workplace, we encourage men, women and even those with disabilities to apply and be part of the team.**

AGENCY	GOVT. SECTOR	POSITION	SG	NATURE OF APPOINTMENT	PLACE OF ASSIGNMENT	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
POLOMOLOK WATER DISTRICT	GOCC	ENGINEERING AIDE	295.00/day	<b>JOB ORDER</b>	ENGINEERING & OPERATIONS DIVISION - Construction & Maintenance Section	High School Graduate or Completion of relevant vocational / trade course (Preferably Drafting Technology or Bachelor's Degree-Engineering Graduate)	None Required	None Required  <i>(Preferably with basic knowledge in Technical Drafting and knows how to drive a motorcycle)</i>	None Required (MC10 s.2013-Cat III) (Preferably CS Sub-Professional)

**Interested and qualified applicants should signify interest in writing. Attached the following documents to the application letter and send to the address below not later than October 31,2017**

**REQUIREMENTS:**

1. Application Letter with Resume
2. I.D. Picture (passport size with white background)

Sent to:


ENGR. SOLITO T. TORCUATOR  
General Manager B  
Polomolok Water District  
National Highway, Polomolok, South Cotabato

3. Cedula / Residence Certificate
4. Photocopy - Transcript of Record and Certificate of Eligibility

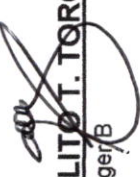
Prepared by:

**MARIDEE Y. CORPORAL**  
Senior Industrial Relations Management Officer A

Checked by:

  
**ANA SORITAS S. ALOVERA**  
Department Manager B  
Admin., Finance & Commercial Divisions

Noted by:

  
**ENGR. SOLITO T. TORCUATOR**  
General Manager B

## COMPETENCY REQUIREMENTS : (ENGINEERING AIDE)

### CORE COMPETENCIES

1. Exemplifying Integrity  
Core description: Acknowledges and respects authority, and demonstrates readiness in accepting and complying with rules.
2. Delivering Service Excellence  
Core Description : Complies with PoWD's established standards on delivery of service and delivers explicit requirements of customers
3. Solving Problem and Making Decisions:  
Core Description: Provides timely solutions to problems and decision delimmias that have clear cut- options and / or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process.

### ORGANIZATIONAL COMPETENCIES:

1. Demonstrating Personal Effectiveness  
Core Description: Responds effectively to guidelines and feedback on one's performance, well being and learning discipline.
2. Managing Information  
Core Description : Collects, organizes and maintains data

### BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION

Drafts service connection plumbing lay-out and location plan and assists in the preparation of service application  
Conducts actual field inspection and estimate of service connections .

Prepared by:

**MARIDEE Y. CORPORAL**

Senior Industrial Relations Management Officer A

Checked by:

**ANA SORITA S. ALOVERA**

Department Manager B  
Admin., Finance & Commercial Divisions

Noted by:

**ENGR. SOLITO T. TORCUATOR**

General Manager B