

Republic of the Philippines  
**POLOMOLOK WATER DISTRICT**  
Request for Publication of Vacant Positions

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

**CIVIL SERVICE COMMISSION**  
**RECEIVED**  
24 JUL 2020  
Office-South Cotabato

To: CIVIL SERVICE COMMISSION (CSC)

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

**MARIDEE Y. CORPORAL**

SENIOR INDUSTRIAL RELATIONS MANAGEMENT OFFICER (SIRMO)-A

Date: JULY 22, 2020

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	Liaison Officer B	123	8	Php17,505.00	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	Basic Competencies Level I: 1. Core Competencies: a. Delivering Service Excellence, b. Exemplifying Integrity, c. Customer Orientation 2. Technical Competencies Level I: a. Driving, b. Achievement Orientation, c. Communication, d. Records Management	Office of the General Manager

2	Quality Assurance Inspector	141	13	Php26,754.00	Completion of two years studies in College	16 hours of relevant training	3 years of relevant experience	Career Service (Subprofessional) First Level Eligibility	<p>Intermediate Competencies Level II:</p> <p>Core Competencies:</p> <p>a. Delivering Service Excellence,</p> <p>b. Customer Orientation</p> <p>2. Leadership Competencies Level II :</p> <p>a. Teamwork</p> <p>b. Strong Communication</p> <p>c. Openness to New Ideas</p> <p>3. Technical Competencies Level II:</p> <p>a. Water Analysis Skills</p> <p>b. Laboratory Operation</p> <p>c. Policy Interpretation and Implementation</p> <p>d. Records Management</p>	Engineering & Operations Division- Production Section
3	Senior Draftsman	72	11	Php22,316.00	Completion of two years or High School Graduate with relevant vocational/ trade course	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) First Level Eligibility / Draftsman or Illustrator (MC11,s.96- Cat 1)	<p>Basic Competencies Level I:</p> <p>1. Core Competencies:</p> <p>a. Delivering Service Excellence,</p> <p>b. Customer Orientation</p> <p>2. Technical Competencies Level I:</p> <p>a. Creativity</p> <p>b. Meeting Deadlines</p> <p>c. Computer Skills</p>	Engineering & Operations Division- Construction & Maintenance Section

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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 **(August 06, 2020)**.

- 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](http://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.

The Polomolok Water District values diversity in the workplace and encourages qualified men and women to apply regardless of religion, sex, gender, ethnicity and physical disability.

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

**MARIDEE Y. CORPORAL**  
SIRMO-A  
National Highway, Polomolok South Cotabato  
[pol\\_wd@yahoo.com.ph](mailto:pol_wd@yahoo.com.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**