

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

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:

ANA SORITA S. ALOVERA
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Department Manager

Date: SEPTEMBER 20, 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	Administration Services Assistant C	7	8	Php18,251.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	Delivering Service Excellence, Records Management, Interpersonal Skills and Attention to Details	Office of the General Manager
2	Industrial Relations Management Assistant B	112	8	Php18,251.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	Delivering Service Excellence, Records Management, Interpersonal Skills and Recruitment, Selection and Placement	Administrative Division
3	Accounting Processor A	38	8	Php18,251.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	Delivering Service Excellence, Transaction Processing, Attention to Details and Records Management	Finance Division
4	Water Maintenance Man B	116	6	Php16,200.00	Elementary school graduate	None required	None required	None required (MC 11, s. 1996 - Cat. III)	Delivering Service Excellence and Attention to Details	Engineering and Operations Division

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 **(October 5, 2021)**.

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.

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:

ENGR. SOLITO T. TORCUATOR

GENERAL MANAGER

National Highway, Polomolok South Cotabato

pol_wd@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.