

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. Field Of: _____
SECRET
 JUN 27 2022
 Date: _____
 Time: _____
LYCA BLESS S. COLLADO
 Administrative Assistant I
 Name, Designation & Signature

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:

my approval
MARIDEE Y. CORPORAL

SENIOR INDUSTRIAL RELATIONS MANAGEMENT OFFICER (SRMO)-A

Date: 23 JUNE 2022

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	12	8	Php18,998.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub Professional) First Level Eligibility	Delivering Service Excellence; Records Management, Service Delivery and Pays Attention to Details	Administrative Division
2	Cashiering Assistant	135	8	Php18,998.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub Professional) First Level Eligibility	Delivering Service Excellence; Exemplifying Integrity, Cash Management, Customer Focus	Finance Division
3	Project Planning and Development Assistant B	158	8	Php18,998.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub Professional) First Level Eligibility	Delivering Service Excellence; Attention to Communication, Records Management and Pays Attention to Details	Engineering and Operations Division
XXX NOTHING FOLLOWS XXX										

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 July 7, 2022.

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. ANDRESITO J. DEGILLA

General Manager B

National Highway, Polomolok South Cotabato

pol_wd@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.