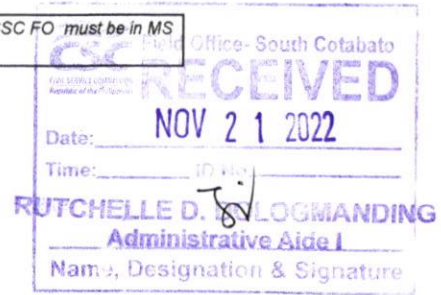


Electronic copy to be submitted to the CSC FO *must be in MS Excel format*

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



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*  
**MARIDEE Y. CORPORAL**

SENIOR INDUSTRIAL RELATIONS MANAGEMENT OFFICER (SIRMO)-A

Date: 21 November, 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	Customer Services Assistant C	159	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; Customer Service, Attention to Details and Oral Communication	Commercial Division
2	Water Maintenance Man B	109	6	Php16,877.00	Elementary School Graduate	None Required	Non Required	None Required (MC 11, s. 1998-Cat III) as amended	Delivering Service Excellence; Attention to Details and Technical Expertise	Engineering and Operations Division- Construction and Maintenance Section
	XXXNOTHING 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 **(05 December 2022)**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and accomplished Work Experience Sheet 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:

ENGR. ANDRESITO J. DEGILLA

General Manager B  
National Highway, Polomolok South Cotabato  
[pol\\_wd@yahoo.com.ph](mailto:pol_wd@yahoo.com.ph)

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