

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

CSC RECEIVED
Date: **JAN 06 2023**
Time: _____
RUTHELLE D. DOLOREAN
Administrative Aide I
Name: _____
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:

Maridel Y. Corporal
MARIDEL Y. CORPORAL

SENIOR INDUSTRIAL RELATIONS MANAGEMENT OFFICER (SIRMO)-A

Date: 05 January, 2023

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	157	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 Records Management	Commercial Division
2	Water Maintenance Man B	160	6	Php16,877.00	Elementary School Graduate	None Required	None 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
3	Industrial Relations Management Assistant B	127	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; Learning Facilitation; Interpersonal Skills	Administrative Division
4	Forestry Assistant A	66	10	Php22,190.00	Completion of 2 years studies in College	4 hours of relevant training	2 year of relevant experience	Career Service (Sub Professional) First Level Eligibility	Delivering Service Excellence; Environmental Projects/ Program Implementation; Records Management; Monitoring and Evaluating	Engineering and Operations Division-Production Section

5	Engineer B	68	12	Php27,608.00	Bachelor's Degree in Engineering relevant to the Job	None Required	None Required	RA 1080	Delivering Service Excellence; Attention to Details; Research in Development Planning; Professional and Technical Knowledge	Engineering and Operations Division- Construction and Maintenance Section
6	Engineer B	69	12	Php27,608.00	Bachelor's Degree in Engineering relevant to the Job	None Required	None Required	RA 1080	Delivering Service Excellence; Attention to Details; Monitoring and Evaluating; Risk Assessment and Management	Engineering and Operations Division- Production Section
7	Engineer B	71	12	Php27,608.00	Bachelor's Degree in Engineering relevant to the Job	None Required	None Required	RA 1080	Delivering Service Excellence; Attention to Details; Monitoring and Evaluating; Risk Analysis	Engineering and Operations Division- Production Section
8	Department Manager B	92	25	Php100,788.00	Master's Degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory / management learning and development intervention undertaken within the last 5 years	5 years of supervisory / management experience	Career Service Professional / Second Level Eligibility / RA 1080	Thinking Strategically and Creatively, Managing Performance and Coaching for Result, Leading Change, Creating and Nurturing A High Performing Organization	Engineering and Operations Division
9	Storekeeper B	9	9	Php20,402.00	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 Details, Exemplifying Integrity, Inventory Management and Stock Control	Administrative 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 **(20 January 2023)**.

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;
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.

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 Cotabat
pol_wd@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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.