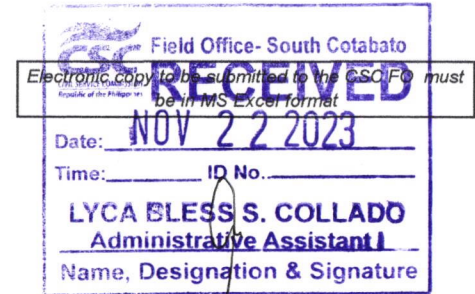


Republic of the Philippines  
**POLOMOLOK WATER DISTRICT**  
Request for Publication of Vacant Positions



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**  
HRMO

Date: **November 22, 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	Administrative Services Aide	94	4	15,586.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s.1996-Cat. III) as amended	Delivering Service Excellence; Pays Attention to Details; Can drive two and four wheels vehicle	Commercial Division

**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.**

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 **December 06, 2023**.

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.

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

**ENGR. ANDRESITO J. DEGILLA**

General Manager B

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National Highway, Polomolok South Cotabato

[pol\\_wd@yahoo.com.ph](mailto:pol_wd@yahoo.com.ph)

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