

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

Electronic copy is submitted to the CSC e-Governance Portal at www.csc.gov.ph



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:

**Regional
MANAGER, CORPORAL**

HRMO

Date: **November 07, 2023**

No.	Position Title (Parent/Child Title, if applicable)	Planilla 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	162	8	19,744.00	Completion of 2 years' studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-profession at) First Level Eligibility	Delivering Service Excellence, Pays Attention to Details, Customer Focus, and Marketing	Commercial Division

The Polomolok Water District values diversity in the work force and encourages qualified men and women to apply regardless of religion, sex, gender, economic 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 November 21, 2023.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CSC 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/licensure, and
4. Photocopy of Transcript of Records.

Transcript of Records - "All records are available upon request" only valid

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

ENGR. ANDRESITO J. DEGILIA
General Manager II
Water Division, Polomolok South Division

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.