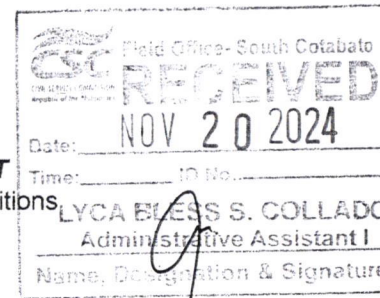


Republic of the Philippines
POLOMOLOK WATER DISTRICT
Request for Publication of Vacant Positions



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

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
MARIBEL V. CORPORAL

HRMO

Date: November 20, 2024

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	Housekeeping Services Assistant	163	6	18255	Elementary School Graduate	None required	None required	None required (CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. III)	Delivering Service Excellence; Professionalism	Finance Division
2	Senior Accounting Processor B	20	10	24381	Completion of two years studies in College	8 hours of relevant training	2 years of relevant experience	Career Service Subprofessional/ First Level Eligibility	Delivering Service Excellence; Attention to Details; Records Management; Accounts Reconciliation	Finance Division
3	Customer Service Assistant B	99	10	24381	Completion of two years studies in College	8 hours of relevant training	2 years of relevant experience	Career Service Subprofessional/ First Level Eligibility	Delivering Service Excellence; Exemplifying Integrity, Customer Focus, Ability to prepare reports	Commercial Division

4	Customer Service Assistant A	90	12	30705	Completion of two years studies in College	8 hours of relevant training	2 years of relevant experience	Career Service Subprofessional/ First Level Eligibility	Delivering Service Excellence; Communication Skills; Customer Service; Time Management	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 4, 2024**.

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.

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
polwd.hr@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.