CS Form No. 9 Revised 2018

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

Field Office-South Cotabato	And the second second
Electronic copy to be submitted to the CS	FO must be in
Time: ID No.	in the state of th
LYCA ELESS S. COLLADO Administrative Assistant I Name, Designation & Signature	Application of the second of t

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 CSE website:

	MARIDEE Y. CORPORAL	
	HRMO	
Date:	November 6, 2024	

	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					
No.					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Executive Assistant B	118	17	45138	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level Eligibility	Delivering Service Excellence, Strategic Communication and Messaging, Risks Assessment and Management, Thinking Stratergically and Creatively and Building Collaborative, Inclusive Working Relationships.	Office of the General Manager
2	Supervising Industrial Relations Development Officer A	124	20	60157	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	Career Service Professional/ Second Level Eligibility	Delivering Service Excellence, Competency Development and Enhancement, Leading Change, Managing Performance and Coaching for Results, and Creating and Nurturing a High Performing Organization,	Administrative Division - HR Section

24 hours of Completion of 3 years of Career Service Delivering Service two (2) years relevant training relevant (Subprofession Excellence, Attention to Administrative studies in al)/First Level Details. experience Division -Eligibility College Communicating 3 Quality Control Inspector 88 13 32870 Procurement Effectively, Managing Section Work and Procurement Management Bachelor's 16 hours of 3 years of Career Service Delivering Service relevant training relevant Professional/ Degree Excellence, Preparation Second Level relevant to the experience and Interpretation of iob Eligibility Financial Statements Senior Financial Finance Division -4 60157 and Reports, Flexibility, 130 20 Planning Specialist Accounting Section Leading Change and Building Collaborative Inclusive Working Relations Bachelor's None required None required Career Service Delivering Service Professional/ Degree Excellence. Second Level Exemplifying Integirty, Finance Division-Eligibility 5 Cashier C 21 12 30705 Attention to Details. Cashiering Section Transaction Processing and Records Management Career Service Bachelor's 8 hours of 2 years of Delivering Service Professional/ Degree relevant training relevant Excellence, Attention to Engineering and relevant to the Second Level experience Details, Communicating Senior Water Utilities Operations iob Eligibility 49015 45 18 Effectively, Building Department - Water Management Officer De Collaborative, Inclusive Resources Division Working Relations and Leading Change High School 8 hours of 2 years of Water Delivering Service Graduate or Resources Excellence, Skill in relevant training relevant Completion of Facilities Maintenance of Facility experience Engineering and relevant Operator and Equipment, Senior Water Resources Operations vocational/trad (CSC MC 11 Monitoring Skills, 143 10 24381 Facilities Operator -A Department - Water Report Preparation and e course s. 1996, as Resources Division amended by Documentation CSC MC 10, s. 2013 - Cat. II)

High School Delivering Service 8 hours of Water 2 years of Graduate or relevant training relevant Resources Excellence, Skill in Completion of **Facilities** Maintenance of Facility experience Engineering and and Equipment, relevant Operator Senior Water Resources Operations (CSC MC 11. Monitoring Skills, vocational/trad 144 10 24381 Facilities Operator -A Department - Water s. 1996, as Report Preparation and e course Resources Division Documentation amended by CSC MC 10, s. 2013 - Cat. II) High School Water Delivering Service 8 hours of 2 years of Graduate or relevant training relevant Resources Excellence, Skill in Facilities Maintenance of Facility Completion of experience Engineering and relevant Operator and Equipment, Senior Water Resources Operations vocational/trad (CSC MC 11. Monitoring Skills, 145 10 24381 Facilities Operator -A Department - Water s. 1996, as Report Preparation and e course Resources Division amended by Documentation CSC MC 10, s. 2013 - Cat. II) 16 hours of Career Service Bachelor's 3 years of Attention to Details. Engineering and Professional/ degree relevant training relevant Partnering with other Operations relevant to the Second Level experience Government Agencies, Project Management Department -Eligibility job 10 67 20 60157 Interpersonal Skills. Officer B Construction and Leading Change, Maintenance Thinking Strategically Division and Creativity, Elementary 8 hours of 2 years None required Engineering and Delivering Service School relevant training relevant (CSC MC 11. Operations Excellence, Attention to Graduate s. 1996, as experience Department -Senior Water Details, Communication 11 108 10 24381 amended by Maintenance Man B Construction and Skills, and Technical CSC MC 10, s. Maintenance Expertise 2013 - Cat. III) Division 2 years Elementary 8 hours of None required Engineering and Delivering Service School relevant training relevant (CSC MC 11, Operations Graduate s. 1996, as Excellence. Attention to experience Senior Water Department -12 77 10 24381 Details, Communication amended by Maintenance Man B Construction and CSC MC 10, s. Skills, and Technical Maintenance 2013 - Cat. III) Expertise Division

13	Senior Water Maintenance Man B	81	10	24381	Elementary School Graduate	8 hours of relevant training	experience	s. 1996, as amended by	Delivering Service Excellence, Attention to Details, Communication Skills, and Technical Expertise	Denartment -

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 November 20, 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.

(*for more than four (4) requirements, just insert more rows)

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	

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.