

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

Field Office - South Cotabato
Electronic copy to be submitted to the CSC FO must be in MS
Excel format
Date: **NOV 06 2024**
Time: _____ ID No. _____
LYCA BLESS S. COLLADO
Administrative Assistant I
Name, Designation & 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:

my original
MARIDEE Y. CORPORAL
HRMO

Date: **November 6, 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	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 Strategically 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

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

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

13	Senior Water Maintenance Man B	81	10	24381	Elementary School Graduate	8 hours of relevant training	2 years relevant experience	None required (CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. III)	Delivering Service Excellence, Attention to Details, Communication Skills, and Technical Expertise	Engineering and Operations Department - Construction and Maintenance 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 **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.