

Republic of the Philippines
GENERAL MARIANO ALVAREZ WATER DISTRICT
Request for Publication of Vacant Position



JULIET M. NACITA
General Manager

Date: October 10, 2018

To: **CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of GMA Water District in the CSC website

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					
					Educaton	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Clerk Processor B	2	6	172,080.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	Administrative Division
2	Industrial Relations Management Officer A	4	15	348,120.00	Bachelor's degree	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service (Professional) Second Level Eligibility	Competent	Human Resource Division
3	Industrial Relations Development Assistant B	44	8	195,384.00	Completion of two years studies in college	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service (Subprofessional) First Level Eligibility	N/A	Human Resource Division
4	Administration Services Aide	86	4	152,088.00	Elementary School Graduate	None Required	None Required	None Required (MC 10 s. 2013)	N/A	Administrative Division
5	Senior Customer Service Officer	54	18	457,020.00	Bachelor's degree	Two (2) years of relevant experience	Eight (8) hours of relevant training	Career Service (Professional) Second Level Eligibility	Competent	Customer Services Division
6	Liaison Aide	87	4	152,088.00	Elementary School Graduate	None Required	None Required	None Required (MC 10 s. 2013)	N/A	Administrative Division
7	Administrative Assistant V	46	11	242,148.00	Completion of two years studies in college	Two (2) years of relevant experience	Eight (8) hours of relevant training	Career Service (Subprofessional) First Level Eligibility	N/A	Administrative Division

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 October 31, 2018.

- 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 present position for one (1) year (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:

Juliet M. Nacita

General Manager

General Mariano Alvarez Water District

gmawaterdistrict@yahoo.co.in