

Republic of the Philippines
GEN. M ALVAREZ WATER DISTRICT
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the GEN. M ALVAREZ WATER DISTRICT in the CSC website:


MARIETA G. GALANZA
HRMO

Date: January 25, 2019

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	Accounting Processor B	52	6	14,847.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-professional) First Level Eligibility		Accounting & Budgeting Division
2	Industrial Relations Development Aide	45	4	13,214.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-professional) First Level Eligibility		HR Division
3	Clerk Processor C	2 & 47	6	14,847.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-professional) First Level Eligibility		Office of the Gen. Manager & Administrative Division
4	Laboratory Technician B	37	8	16,758.00	Completion of two years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Laboratory Technician/Sub-Professional First Level Eligibility		Production Division
5	Senior Water Resources Facilities Operator A	80	10	19,233.00	High School Graduate/Completion of relevant vocational/trade course	Eight (8) hours of relevant training	Two (2) years of relevant experience	Water Resources Facilities Operator (MC 10, s. 2013-Cat II)		Production Division
6	Water Resources Facilities Operator C	97	4	13,214.00	High School Graduate/Completion of relevant vocational/trade course	None Required	None Required	None Required		Production Division
7	Senior Water Maintenance Man B	60	10	19,233.00	Elementary School Graduate	Eight (8) hours of relevant training	Two (2) years of relevant experience	None Required		Water Systems Maintenance Division
8	Water Maintenance Man A	25	8	16,758.00	Elementary School Graduate	Four (4) hours of relevant training	One (1) year of relevant experience	None Required		Water Systems Maintenance 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 February 25, 2019.

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:

MARIETA G. GALANZA
HRMO
Block 4 Lot 1 Congressional Road, Poblacion 2,
GMA, Gen. Mariano Alvarez, Cavite
gmawaterdistrict@yshoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.