

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:



JULIET M. NACITA  
General Manager


Date: 2-Sep-19

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	Industrial Relations Management Officer A	4	15	30,531.00	Bachelor's Degree	4 hours relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Competent	HR Division
2	Division Manager C	3	22	65,319.00	Bachelor's Degree	24 hours of relevant training	4 years of relevant experience	Career Service (Professional) Second Level Eligibility	Competent	Administrative Division
3	Division Manager C	50	22	65,319.00	Bachelor's Degree	24 hours of relevant training	4 years of relevant experience	Career Service (Professional) Second Level Eligibility	Competent	Accounting and Budgeting Division
4	Division Manager C	55	22	40,637.00	Bachelor's Degree	24 hours of relevant training	4 years of relevant experience	Career Service (Professional) Second Level Eligibility	Competent	Customer Accounts Division
5	Customer Service Assistant B	13	10	19,233.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Sub-professional) First Level Eligibility		Customer Services Division
6	Customer Service Assistant B	17	10	19,233.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Sub-professional) First Level Eligibility		Customer Accounts Division
7	Senior Water Maintenance Man B	60	10	19,233.00	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	None required		Water Systems Maintenance Division
8	Water Maintenance Man A	25	8	16,758.00	Elementary School Graduate	4 hours of relevant training	1 years of relevant experience	None required		Water Systems Maintenance Division
9	Water Maintenance Man B	111	6	14,847.00	Elementary School Graduate	None Required	None Required	None required		Water Systems Maintenance Division
10	Utility Worker A	107	3	12,466.00	Must be able to read and write	None Required	None Required	None required		Water Systems Maintenance Division
11	Water Resources Facilities Operator A	35	8	16,758.00	High School Graduate/Completion of relevant vocational/trade course	4 hours of relevant training	1 years of relevant experience	None required		Production Division
12	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
13	Water Resources Facilities Operator C	103	4	13,214.00	High School Graduate/Completion of relevant vocational/trade course	None Required	None Required	None required		Production 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 September 23, 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](http://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:

  
JULIET M. NACITA  
General Manager  
B 4 L1 Poblacion 2, GMA, Cavite  
[gmawaterdistrict@yahoo.co.in](mailto:gmawaterdistrict@yahoo.co.in)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.