

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

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

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



JULIET M. NACITA

General Manager

Date: March 1, 2018

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	Customer Service Assistant B	13 & 14	10	224,616.00	Completion of two years studies in college	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Subprofessional) First Level Eligibility	*Customer orientation *Communication skills	Customer Services Division
2	Corporate Accountant	51	15	348,120.00	Bachelor's degree in Commerce/Business Administration major in Accounting	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080	* Thinking strategically, systematically and creatively * Computer knowledge and skills	Accounting and Budgeting 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 March 16, 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.