

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:

June 22, 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	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 July 14, 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.

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8	Supervising Engineer A	72	18	457,020.00	Bachelor's degree in Engineering relevant to the job	Two (2) years of relevant experience	Eight (8) hours of relevant training	RA 1080	Competent	Water Systems Maintenance Division
9	Senior Engineer A	58	16	381,180.00	Bachelor's degree in Engineering relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	RA 1080	Competent	Water Systems Maintenance Division
10	Senior Water Maintenance Man B	59 and 60	10	224,616.00	Elementary School Graduate	Two (2) years of relevant experience	Eight (8) hours of relevant training	None Required (MC 10 s. 2013)	N/A	Water Systems Maintenance Division
11	Water Maintenance Man B	112	6	172,080.00	Elementary School Graduate	None Required	None Required	None Required (MC 10 s. 2013)	N/A	Water Systems Maintenance Division
12	Utility Worker A	62	3	142,968.00	Must be able to read and write	None Required	None Required	None Required (MC 10 s. 2013)	N/A	Water Systems Maintenance Division
13	Water Utilities Management Officer A	20	16	381,180.00	Bachelor's degree relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service (Professional) Second Level Eligibility	Competent	Production Division
14	Water Resources Facilities Operator C	97	4	152,088.00	High School Graduate or Completion	None Required	None Required	None Required (MC 10 s. 2013)	N/A	Production Division

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