

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

Electronic copy to be submitted to the CSC PO must be in MS Excel format

RECEIVED
29 AUG 2023
12:28 PM
MARIETA G. GALANZA
Division Manager B

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
Division Manager B

Date: August 17, 2023

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)	
Accounting Processor A	9	08-1	19,744.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Second Level Eligibility		Finance Department
Customer Service Assistant C	125	08-1	19,744.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Second Level Eligibility		Commercial Department
Utilities Service Assistant C	130	08-1	19,744.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Second Level Eligibility		Commercial Department

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 August 29, 2023

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:

JULIET M. NACITA
General Manager
B 4 L1 Poblacion 2, GMA, Cavite
gmawaterdistrict@yahoo.co.in

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Specific EEOP Guidelines

Persons with Disability (PWD), Indigenous Peoples and applicants of different religious background and gender identities possessing the required qualifications are all encouraged to apply