

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:

[Signature]
MARIETA G. GALANZA
Division Manager B

Date: 11-Oct-22

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 Development Assistant B	44	08-1	18,998.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	CS (Subprofessional) First level eligibility	Advanced	Human Resource Division
2	Industrial Relations Management Officer A	4	15-1	35,097.00	Bachelor's Degree	4 hours relevant training	1 year relevant experience	CS (Professional) Second Level Eligibility	Advanced	Human Resource Division
3	Corporate Planning Assistant B	14	08-1	18,998.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	CS (Subprofessional) First level eligibility	Advanced	Office of the General Manager
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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 October 28, 2022

- 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;
- Performance rating in the last rating period (if applicable); photocopy of certificate of eligibility/rating/license; and 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.

