

Republic of the Philippines
QUEZON WATER DISTRICT
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of QUEZON WATER DISTRICT in the CSC website:


RAFAEL H. FRANCISCO
(Head of Agency)

Date: 9/9/2020

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Engineering Aide B	6	4	13807	High School Graduate or Completion of relevant vocational trade course	None Required	None Required	None Required (MC 11. S. 96 Cat III)	n/a	Quezon (Bukidnon) Water District, Quezon, Bukidnon
2	Utilities/Customer Service Assistant E	10	4	13807	Completion of Two (2) years studies in College	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	n/a	Quezon (Bukidnon) Water District, Quezon, Bukidnon
3	Utilities/Customer Service Assistant E	11	4	13807	Completion of Two (2) years studies in College	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	n/a	Quezon (Bukidnon) Water District, Quezon, Bukidnon
4	Utilities/Customer Service Assistant E	12	4	13807	Completion of Two (2) years studies in College	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	n/a	Quezon (Bukidnon) Water District, Quezon, Bukidnon
5	Accounting Processor A	17	8	17505	Completion of Two (2) years studies in College	4 hrs of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	n/a	Quezon (Bukidnon) Water District, Quezon, Bukidnon
6	Industrial Relations Management Officer A	19	15	32053	Bachelor's Degree	4 hours relevant training	1 year relevant experience	Career Service (Professional) Second Level Eligibility	n/a	Quezon (Bukidnon) Water District, Quezon, Bukidnon
7	Industrial Relations Management Assistant B	20	8	17505	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility	n/a	Quezon (Bukidnon) Water District, Quezon, Bukidnon
8	Storekeeper D	21	4	13807	Elementary School Graduate	None Required	None Required	None Required (MC11, s. 1996 - Cat III)	n/a	Quezon (Bukidnon) Water District, Quezon, Bukidnon
9	Corporate Accountant	22	15	32053	Bachelor's Degree in Commerce/Business Administration major in Accounting	4 hours relevant training	1 year relevant experience	RA No. 1080	n/a	Quezon (Bukidnon) Water District, Quezon, Bukidnon
10	Cashier D	23	10	20219	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	n/a	Quezon (Bukidnon) Water District, Quezon, Bukidnon
11	Senior Engineer B	24	15	32053	Bachelor's Degree in Engineering related to Job	4 hours relevant t	1 year relevant experience	R.A No. 1080	n/a	Quezon (Bukidnon) Water District, Quezon, Bukidnon

12	Water Resources Facilities Tender B	25	4	13807	Elementary School Graduate	None Required	None Required	None Required (MC11, s. 1996 - Cat III)	n/a	Quezon (Bukidnon) Water District, Quezon, Bukidnon
13	Water Resources Facilities Tender B	26	4	13807	Elementary School Graduate	None Required	None Required	None Required (MC11, s. 1996 - Cat III)	n/a	Quezon (Bukidnon) Water District, Quezon, Bukidnon

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 30, 2020

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:

RAFAEL H. FRANCISCO

General Manager

Government Center, Purok 2, Libertad, Quezon, Bukidnon

quezonwaterdistrict@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.