

Republic of the Philippines
MANOLO FORTICH 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 MANOLO FORTICH WATER DISTRICT in the CSC website:

CIVIL SERVICE COMMISSION
Bukidnon Field Office
12 AUG 2020
Engr. ROGELIO K. PANGAN
(Head of Agency)
Date: August 14, 2020

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Services Assistant A	7	12	24495	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	CS Subprofessional-First Lev		Administration and General Services Division
2	Utilities/Customer Services Assistant D	26	6	15524	Completion of two years studies in college	None required	None required	CS Subprofessional-First Lev		Finance and Commercial Division
3	Utilities/Customer Services Assistant E	27	4	13807	Completion of two years studies in college	None required	None required	CS Subprofessional-First Lev		Finance and Commercial Division
4	Utilities/Customer Services Assistant E	28	4	13807	Completion of two years studies in college	None required	None required	CS Subprofessional-First Lev		Finance and Commercial Division
5	Utilities/Customer Services Assistant E	29	4	13807	Completion of two years studies in college	None required	None required	CS Subprofessional-First Lev		Finance and Commercial Division
6	Utilities/Customer Services Assistant E	32	4	13807	Completion of two years studies in college	None required	None required	CS Subprofessional-First Lev		Engineering and Construction Division
7	Clerk Processor C	33	4	13807	Completion of two years studies in college	None required	None required	CS Subprofessional-First Lev		Engineering and Construction Division
8	Water/Sewerage Maintenance Man C	44	4	13807	Elementary School Graduate	None required	None required	None required (MC 11, s. 96		Engineering and Construction Division
9	Senior Water/Sewerage Maintenance Ma	46	12	24495	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	None required (MC 11, s. 96		Production and Water Quality 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 September 15, 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:

Engr. ROGELIO K. PANGAN

General Manager

A. Ditona St. Manolo Fortich, Bukidnon

mfwd_buk@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.