

Republic of the Philippines  
**MANOLO FORTICH WATER DISTRICT**  
Request for Publication of Vacant Positions



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

To: CIVIL SERVICE COMMISSION (CSC) Date

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MANOLO FORTICH WATER DISTRICT in the CSC website:

**VENUS I. GUMALING**  
HRMO

Date: August 04, 2023

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	Utilities/Customer Services Assistant E	27	4/1	15586	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	Finance and Commercial Division
2	Utilities/Customer Services Assistant E	28	4/1	15586	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	Finance and Commercial Division
3	Utilities/Customer Services Assistant E	29	4/1	15586	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	Finance and Commercial Division
4	Utilities/Customer Services Assistant E	32	4/1	15586	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	Engineering and Construction Division
5	Water Resources Facilities Operator B	49	6/1	17553	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	Water Resources Facilities Operator (MC 10, s. 2013- Cat. II)	N/A	Production and Water Quality Division
6	Clerk Processor B	50	6/1	17553	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	Production and Water Quality Division
7	Water/Sewerage Maintenance Man B	51	6/1	17553	Elementary School Graduate	None Required	None Required	None Required (MC 10, s. 2013 - Cat.III)	N/A	Production and Water Quality Division




8	Water/Sewerage Maintenance Man B	54	6/1	17553	Elementary School Graduate	None Required	None Required	None Required (MC 10, s. 2013 - Cat.III)	N/A	Production and Water Quality Division
9	Utilities/Customer Services Assistant E	57	4/1	15586	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	Production and Water Quality Division
10	Water/Sewerage Maintenance Man C	58	4/1	15586	Elementary School Graduate	None Required	None Required	None Required (MC 10, s. 2013 - Cat.III)	N/A	Production and Water Quality Division
11	Water Resources Facilities Operator C	59	4/1	15586	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	Water Resources Facilities Operator (MC 10, s. 2013- Cat. II)	N/A	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 August 16, 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](http://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:



**VENUS I. GUMALING**  
 Division Manager C / HRMO  
 A. Ditona St. Tankulan, Manolo Fortich, Bukidnon  
[mfwd.hrmo@gmail.com](mailto:mfwd.hrmo@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

