

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)

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:



Date:

September 06, 2024

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 D	26	6/1	18255	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	Finance and Commercial Division
2	Clerk Processor B	50	6/1	18255	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	Production and Water Quality Division
3	Utilities/Customer Services Assistant E	57	4/1	16209	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	Production and Water Quality Division
4	Water Resources Facilities Operator C	59	4/1	16209	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
5	Corporate Accountant	62	15/1	38413	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Finance and Commercial Division
6	Industrial Relations Management Officer C	66	11/1	28512	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	Administrative and General Services Division
7	Forestry Assistant A	67	10/1	24381	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Production and Water Quality Division
8	Transport Electrician	68	6/1	18255	High School Graduate or completion of relevant vocational/trade course	None Required	None Required	Automotive Electrician (MC 10, s. 2013 - Cat II)	N/A	Administrative and General Services Division

This office highly encourages all interested and qualified applicants regardless of age, civil status, religion, solo parent, pregnant women, including persons with disability, members of the National Commission on Indigenous Peoples, and those from any Sexual Orientation and Gender Identities and Expressions (SOGIE). 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 18, 2024.

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:

  
**VENUST 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.**

