

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



By/Date: JUL 05 2018

MR. EMMANUEL C. CATOLOS

General Manager C

To: CIVIL SERVICE COMMISSION (CSC)

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

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Technical Assistant B	2-1	20	47,037.00	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	Main Office
2	Secretary B	2-2	7	15,254.00	Completion of 2 years studies in college	None Required	None Required	Career Service (Sub-professional) First Level Eligibility	Main Office
3	Department Manager C	3-0	24	73,299.00	Masteral Degree	24 hours of training in management and supervision	4 years in position/s involving management and supervision	Career Service (Professional) Second Level Eligibility	Main Office
4	Driver	4-7-1	4	12,674.00	Elementary School	None Required	None Required	Driver License (MC 11, s. 96 - Cat. II)	Main Office
5	Sr. Accounting Processor A	5-4	12	22,149.00	Completion of 2 years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Sub-professional) First Level Eligibility	Main Office
6	Accounting Processor B	5-6	6	14,340.00	Completion of 2 years studies in college	None Required	None Required	Career Service (Sub-professional) First Level Eligibility	Main Office
7	Customer Service Assistant A	6-3-3	12	22,149.00	Completion of 2 years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Sub-professional) First Level Eligibility	Main Office
8	Customer Service Assistant C	6-9	8	16,282.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) First Level Eligibility	Main Office
9	Production Division manager C	8-0	22	58,717.00	Bachelor's Degree	24 hours of relevant training	4 years of relevant experience	Career Service (Professional) Second Level Eligibility	Main Office

Date:

10	Water Utilities Management Officer A	8-1	16	31,765.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Main Office
11	Project Planning and Development Assistant B	9-3	8	16,282.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) First Level Eligibility	Main Office
12	Water Maintenance Man B	9-9-5	6	14,340.00	Elementary School	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)	Main Office

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 6/20/2018.

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 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:

**MS. VICKYFLOR P. CATAPUSAN**

Administrative Division Manager C  
 Tanay Water District / 41 F. T. Catapusan Street, Tanay, Rizal  
[eucej.hrtanwd@gmail.com](mailto:eucej.hrtanwd@gmail.com)

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

