

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

CSCFO-RIZAL
RECEIVED
By/Date: **JUN 28 2018**
Date: _____

To: **CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of **TERESA WATER DISTRICT** in the CSC website.


MARNELLE D. MAALA-REYES
(Head of Agency)
June 27, 2018

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	Utility/Customer Service Assistant A	5	12	22,149.00	Completion of Two (2) Years in College (Bachelor's Degree relevant to the job is an advantage)	8 hours relevant training	2 years relevant experience	Career Service Sub-Professional Eligibility	-Must have good oral and written communication skills, proficient in Microsoft Applications, Basic Networking and Trouble Shooting	Commercial 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 **July 27, 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;
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:

JEHAN-MAY A. BAUTISTA
Admin. Services Aide/HR
Omega Subdivision, San Gabriel, Teresa, Rizal
terwd@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.