

Republic of the Philippines  
San Francisco Water District (Quezon)  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of San Francisco Water District (Quezon) in the CSC website:

Dante G. Fornesa, Jr.  
General Manager

Date: June 29, 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	Cashiering Assistant	4	8	15,368.00	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility		San Francisco Water District Office San Francisco, Quezon
2	Utilities/Customer Service Assistant E	6	4	11,658.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		San Francisco Water District Office San Francisco, Quezon
3	Utilities/Customer Service Assistant E	7	4	11,658.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		San Francisco Water District Office San Francisco, Quezon

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 16, 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:

Diorella F. Alarzar  
Admin. Services Asst. A (HRMO)  
San Francisco St. Bgy. Poblacion  
San Francisco, Quezon  
[sanfranciscowaterdistrict@gmail.com](mailto:sanfranciscowaterdistrict@gmail.com)

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