



Republic of the Philippines
SANTA CRUZ (LAGUNA) WATER DISTRICT
Request for Publication of Vacant Positions

Electronic copy submitted on
CIVIL SERVICE COMMISSION
Santa Cruz, Laguna Field Office
JUL 13 2018
Received by: _____

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

This is to request the publication of the following vacant position of Santa Cruz (Laguna) Water District in the CSC website:

LERMA E. MARCELO MAEd.
Acting General Manager

Date: 12-Jul-18

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	Customer Services Assistant D	No. 24	6/1	14,340.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	*Writing and reporting *Creating and innovating *Following instruction and procedures *Relating and networking *Teamwork	SCWD

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:

LERMA E. MARCELO MAEd.
Acting General Manager
A. Mabini St.Pob II Santa Cruz Laguna
santacruzlag_wd@yahoo.com

