

Republic of the Philippines
List of Vacant Positions for Publication

Name of Agency: TAGKAWAYAN WATER DISTRICT

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administration Services Assistant C	24	8	Php195,384.00	College graduate	4hrs.of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	n.a.	TWD Admin. Office
2	Customer Services Assistant D	11	6	Php172,800.00	College graduate	none required	none required	Career Service (Sub-Professional) First Level Eligibility	n.a.	TWD Admin. Office
	-nothing follows-									

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 with name and signature (CS Form No. 212, Series of 2016) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the present position for one (1) year;
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:

CIRILO T. FRONDOSO

General Manager

Brgy. Poblacion, Tagkawayan, Quezon

tagk_wd@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.