

Republic of the Philippines
Municipality of Tagkawayan

Q U E Z O N

TAGKAWAYAN WATER DISTRICT



December 18, 2017

The Director
Civil Service Field Office
CSC Field Office – Lucena City
Provincial Capitol
Lucena City

Sir/Madam:

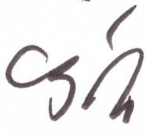
May I request that the following list of vacant position be published in our CSC Bulletin?

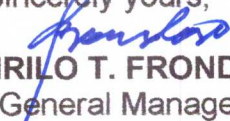
POSITIONS FOR PUBLICATION IN COMPLIANCE WITH RA 7041 & MEMORANDUM CIRCULAR No. 27 series of 1991 :

**1. One (1) – Water Resources Facilities Tender B
–SG 04 Item No. 21**

- | | | |
|-------------------------|---|-------------------------------------|
| Education Requirement | - | High School Graduate |
| Experience Requirement | - | one (1) year of relevant experience |
| Training Requirement | - | none required |
| Eligibility Requirement | - | none required |

Thank you very much and hoping for your approval on our request.

DATE OF CSC ROIV PUBLICATION <u>DEC 22 2017</u>
Date Received at FO Quezon: <u>DEC 21 2017</u>
Action Officer: 
JACINTO C. MATEO III, MDA Director II

Sincerely yours,

CIRILO T. FRONDOSO
General Manager



Republic of the Philippines
POLILLO WATER DISTRICT
M.H. Del Pilar St., Purok 1, Poblacion, Polillo, Quezon
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO
must be in MS Excel format

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

This is to request the publication of the following vacant positions of Polillo Water District in the CSC website:

[Signature]
TOLENTINO R. ACQUIOBEN
General Manager

(Head of Agency)

Date:



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	Accounting Processor A		6	8	15818	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) First Level Eligibility			Polillo, Quezon
2	Water Maintenance Man C		9	4	11658	Elementary school graduate	Non-required	Non-required	Non-required			Polillo, Quezon
3	Water Maintenance Man C		10	4	11658	Elementary school graduate	Non-required	Non-required	Non-required			Polillo, Quezon
4	XXX		XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX
5												

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 January 2, 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:

[Signature]
EMELK D. AZUL

HRMO

Del Pilar St., Poblacion, Polillo, Quezon

poliwadi@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

DATE OF CSC ROIV PUBLICATION

DEC 22 2017

Date Received at FO Quezon:

DEC 21 2017

Action Officer:

[Signature]

JACINTO C. MATEO III, MDA
Director II