



METROPOLITAN NAGA WATER DISTRICT

40 J. Miranda Avenue, Naga City
Telephone No. (054) 473-7813/472-1685 loc. 132

CIVIL SERVICE COMMISSION
CSC SUR FIELD OFFICE
Capitol Complex, Cagayan de Oro, Camarines Sur

RECEIVED

Date: **OCT 08 2018** Time: **3:34**

NOTICE OF VACANCY

Date of Release: October 08, 2018

POSITION : Assistant General Manager

Salary Grade : 27

Department/Division : Office of the Assistant General Manager for
Administration & Finance

Monthly Salary : Php. 102,910.00

No. of Vacancy/s : 1

Item Number(s) : 231

MINIMUM QUALIFICATION STANDARDS:

Education : Master's degree OR Certificate in Leadership and Management from the CSC
Experience : 5 years of supervisory/management experience
Training : 120 hours of supervisory/management learning and development intervention undertaken within
the last 5 years
Eligibility : Career Service Professional/Second Level eligibility

REQUIRED COMPETENCIES:

- BUILDING COLLABORATIVE, INCLUSIVE WORKING RELATIONSHIPS**
Proficiency Level: Advanced - Strengthens and deepens partnerships and networks to deliver or enhance work outcomes.
- MANAGING PERFORMANCE & COACHING FOR RESULTS**
Proficiency Level: Advanced- Monitors the strategic imperatives of the organization and orchestrates teams, work and organizational culture around this, through advanced skills in coaching to achieve performance standard.
- LEADING CHANGE**
Proficiency Level: Advanced -constructs a change management plan in which one or more office systems and/or processes are affected either by a change intervention conducted internally or by an external consultant
- THINKING STRATEGICALLY & CREATIVELY**
Proficiency Level: Advanced - Plans, crafts and adapts, strategies for achieving the vision, mission and objectives of the agency or organization and secures the proper implementation of these strategies.
- CREATING & NURTURING A HIGH PERFORMING ORGANIZATION**
Proficiency Level: Advanced Creates a culture where team work and interdependence is nurtured by facilitating collaboration across organization.

Interested and qualified applicants shall submit the following documents to the Human Resource Office:

- Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and with work experience sheet which can be downloaded at www.csc.gov.ph;
- Performance rating in the last rating period (if applicable);
- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records.

DEADLINE OF SUBMISSION: October 18, 2018

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

RICARDO B. FELIX III
OIC- Human Resource Division
40 J. Miranda Avenue, Naga City
mnwdhrd@yahoo.com

The MNWD upholds Equal Employment Opportunity Principle: "that there shall be no discrimination in selection of employees on account of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation or other similar factors/personal circumstances which run counter to the principles of merit, fitness for the job and equal opportunity."

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



METROPOLITAN NAGA WATER DISTRICT

40 J. Miranda Avenue, Naga City

Telephone No. (054) 473-7813/472-1685 loc. 132

CIVIL SERVICE COMMISSION
CAMPANILES SUP. OFFICE
Control Complex, Cadlan Pili, Camarines Sur

RECEIVED

OCT 08 2018

Time: 3:34

NOTICE OF VACANCY

Date of Release: October 08, 2018

POSITION : Assistant General Manager

Salary Grade : 27

Monthly Salary : Php. 102,910.00

Department/Division : Office of the Assistant General Manager for
Operations & Technical Services

Item Number(s) : 232

No. of Vacancy/s : 1

MINIMUM QUALIFICATION STANDARDS:

Education : Master's degree OR Certificate in Leadership and Management from the CSC
Experience : 5 years of supervisory/management experience
120 hours of supervisory/management learning and development intervention undertaken within
Training : the last 5 years
Eligibility : Career Service Professional/Second Level eligibility

REQUIRED COMPETENCIES:

1. BUILDING COLLABORATIVE, INCLUSIVE WORKING RELATIONSHIPS

Proficiency Level: Advanced - Strengthens and deepens partnerships and networks to deliver or enhance work outcomes.

2. MANAGING PERFORMANCE & COACHING FOR RESULTS

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3. LEADING CHANGE

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NOTICE OF VACANCY

Date of Release: October 08, 2018

POSITION	: Department Manager A	Salary Grade	: 26
Department/Division	: Administrative Services Department	Monthly Salary	: Php. 92,108.00
No. of Vacancy/s	: 1	Item Number(s)	: 234

MINIMUM QUALIFICATION STANDARDS:

Education	: Master's degree OR Certificate in Leadership and Management from the CSC
Experience	: 5 years of supervisory/management experience
Training	: 120 hours of supervisory/management learning and development intervention undertaken within the last 5 years
Eligibility	: Career Service Professional/Second Level eligibility

REQUIRED COMPETENCIES:

1. BUILDING COLLABORATIVE, INCLUSIVE WORKING RELATIONSHIPS

Proficiency Level: Advanced - Strengthens and deepens partnerships and networks to deliver or enhance work outcomes.

2. MANAGING PERFORMANCE & COACHING FOR RESULTS

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CIVIL SERVICE COMMISSION
CAGAYAN SUR FLEX OFFICE
Capitol Complex Cagayan Pili, Cagayan Sur
RECEIVED
Date: **OCT 08 2018** Time: **3:36**
IN

NOTICE OF VACANCY

Date of Release: October 08, 2018

POSITION	: Department Manager A	Salary Grade	: 26
Department/Division	: Finance Department	Monthly Salary	: Php. 92,108.00
No. of Vacancy/s	: 1	Item Number(s)	: 235

MINIMUM QUALIFICATION STANDARDS:

Education	: Master's degree OR Certificate in Leadership and Management from the CSC
Experience	: 5 years of supervisory/management experience 120 hours of supervisory/management learning and development intervention undertaken within
Training	: the last 5 years
Eligibility	: Career Service Professional/Second Level eligibility

REQUIRED COMPETENCIES:

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CIVIL SERVICE COMMISSION
CAMPANES SUP-FIELD OFFICE
Capitol Complex, Cadian Pili, Camarines Sur

RECEIVED

OCT 08 2018

Time: 3:36

NOTICE OF VACANCY

Date of Release: October 08, 2018

POSITION : Department Manager A

Salary Grade : 26

Department/Division : Commercial Services Department

Monthly Salary : Php. 92,108.00

No. of Vacancy/s : 1

Item Number(s) : 236

MINIMUM QUALIFICATION STANDARDS:

Education : Master's degree OR Certificate in Leadership and Management from the CSC

Experience : 5 years of supervisory/management experience

Training : 120 hours of supervisory/management learning and development intervention undertaken within the last 5 years

Eligibility : Career Service Professional/Second Level eligibility

REQUIRED COMPETENCIES:

1. BUILDING COLLABORATIVE, INCLUSIVE WORKING RELATIONSHIPS

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CIVIL SERVICE COMMISSION
CAN. RES. SUR. DIV. OFFICE
Capital Complex, Caidan 286, Camarines sur

RECEIVED

OCT 08 2018

Time: 3:36

NOTICE OF VACANCY

Date of Release: October 08, 2018

POSITION : Department Manager A
Salary Grade : 26
Monthly Salary : Php. 92,108.00
Department/Division : Engineering and Environment Department
Item Number(s) : 237
No. of Vacancy/s : 1

MINIMUM QUALIFICATION STANDARDS:

Education : Master's degree OR Certificate in Leadership and Management from the CSC
Experience : 5 years of supervisory/management experience
Training : 120 hours of supervisory/management learning and development intervention undertaken within the last 5 years
Eligibility : Career Service Professional/Second Level eligibility

REQUIRED COMPETENCIES:

1. BUILDING COLLABORATIVE, INCLUSIVE WORKING RELATIONSHIPS

Proficiency Level: Advanced - Strengthens and deepens partnerships and networks to deliver or enhance work outcomes.

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NOTICE OF VACANCY

Date of Release: October 08, 2018

POSITION : Department Manager A

Salary Grade : 26

Department/Division : Production Department

Monthly Salary : Php. 92,108.00

No. of Vacancy/s : 1

Item Number(s) : 238

MINIMUM QUALIFICATION STANDARDS:

Education : Master's degree OR Certificate in Leadership and Management from the CSC

Experience : 5 years of supervisory/management experience

Training : 120 hours of supervisory/management learning and development intervention undertaken within the last 5 years

Eligibility : Career Service Professional/Second Level eligibility

REQUIRED COMPETENCIES:

1. BUILDING COLLABORATIVE, INCLUSIVE WORKING RELATIONSHIPS

Proficiency Level: Advanced - Strengthens and deepens partnerships and networks to deliver or enhance work outcomes.

2. MANAGING PERFORMANCE & COACHING FOR RESULTS

Proficiency Level: Advanced- Monitors the strategic imperatives of the organization and orchestrates teams, work and organizational culture around this, through advanced skills in coaching to achieve performance standard.

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DEADLINE OF SUBMISSION: October 10, 2018

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OIC- Human Resource Division

40 J. Miranda Avenue, Naga City

mnwdhrd@yahoo.com

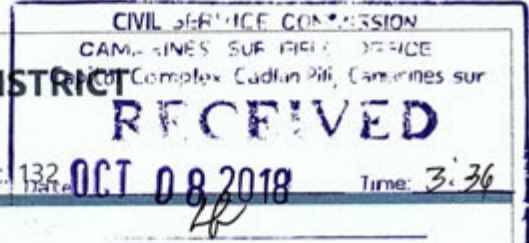
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40 J. Miranda Avenue, Naga City
Telephone No. (054) 473-7813/472-1685 loc. 132



NOTICE OF VACANCY

Date of Release: October 08, 2018

POSITION : Department Manager A Salary Grade : 26
Monthly Salary : Php. 92,108.00
Department/Division : Pipelines & Appurtenances Maintenance Department Item Number(s) : 239
No. of Vacancy/s : 1

MINIMUM QUALIFICATION STANDARDS:

Education : Master's degree OR Certificate in Leadership and Management from the CSC
Experience : 5 years of supervisory/management experience
Training : 120 hours of supervisory/management learning and development intervention undertaken within the last 5 years
Eligibility : Career Service Professional/Second Level eligibility

REQUIRED COMPETENCIES:

- BUILDING COLLABORATIVE, INCLUSIVE WORKING RELATIONSHIPS**
Proficiency Level: Advanced - Strengthens and deepens partnerships and networks to deliver or enhance work outcomes.
- MANAGING PERFORMANCE & COACHING FOR RESULTS**
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CIVIL SERVICE COMMISSION
CAMPANES SUR AREA OFFICE
Capitol Complex Cadlan Pili, Camarines sur

RECEIVED

DATE OCT 08 2018

TIME 3:34

NOTICE OF VACANCY

Date of Release: October 08, 2018

POSITION : Division Manager A

Salary Grade : 24
Monthly Salary : Php. 73, 299.00
Item Number(s) : 25

Department/Division : Human Resource Division
No. of Vacancy/s : 1

MINIMUM QUALIFICATION STANDARDS:

Education : Master's degree OR Certificate in Leadership and Management from the CSC
Experience : 4 years of supervisory/management experience
40 hours of supervisory/management learning and development intervention undertaken within
Training : the last 5 years
Eligibility : Career Service Professional/Second Level eligibility

ADDITIONAL QUALIFICATIONS PREFERRED:

Education : Master's degree in Human Resource and or other Behavioral Science

REQUIRED COMPETENCIES:

- BUILDING COLLABORATIVE, INCLUSIVE WORKING RELATIONSHIPS**
Proficiency Level: Intermediate - Builds partnerships and networks to deliver or enhance work outcomes.
- MANAGING PERFORMANCE & COACHING FOR RESULTS**
Proficiency Level: Intermediate - Create tools/and or applies new methods in correcting and improving below standard or non-compliant performance of individuals or groups, using knowledge and skills in coaching to enable them to self-initiate solutions for their growth and development.
- LEADING CHANGE**
Proficiency Level: Intermediate- Implements plans or activities related to a changed initiative affecting one's functional area or expertise and motivates division member's commitment to accept change
- THINKING STRATEGICALLY & CREATIVELY**
Proficiency Level: Intermediate - Creates or defines goals and initiatives based on how one can support, extend or align to the goals of one's department or functional area
- CREATING & NURTURING A HIGH PERFORMING ORGANIZATION**
Proficiency Level: Intermediate- Builds a shared sense of destiny among individuals with seemingly disparate views, concerns and aspirations; creates team cohesion and improves individual and team performance.

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CAGAYAN VALLEY SUPER FIELD OFFICE
Capital Complex, Cagayan Pili, Camarines Sur

RECEIVED

OCT 08 2018

Time: 3:36

NOTICE OF VACANCY

Date of Release: October 08, 2018

POSITION : Senior Corporate Attorney

Salary Grade : 21

Monthly Salary : Php. 52, 554.00

Item Number(s) : 206

Department/Division : Legal & Research Section

No. of Vacancy/s : 1

MINIMUM QUALIFICATION STANDARDS:

Education : Bachelor of Laws

Experience : 4 hours of relevant training

Training : 1 year of relevant experience

Eligibility : RA 1080 (BAR)

REQUIRED COMPETENCIES:

1. EXEMPLIFYING INTEGRITY

Proficiency Level: (Basic) -Acknowledge and respects authority, and demonstrate readiness in accepting and complying with rules

2.DELIVERING SERVICE EXCELLENCE

Proficiency Level: (Basic) -Complies with the agency's established standards of delivery or service level agreements and delivers explicit requirements of customers.

3.SOLVING PROBLEMS AND MAKING DECISIONS

(Basic) - Provides timely solutions to problems and decisions dilemmas that have clear-cut options and/or choices and whose solutions are available and that can be accessed from a database or gleaned from an existing policy or process.

4.DEMONSTRATING PERSONAL EFFECTIVENESS

Proficiency Level: (Intermediate) -Recognizes personal strength and gaps and depends on guidance from authorities or appropriate bodies for direction in addressing them.

5.SPEAKING EFFECTIVELY

Proficiency Level: (Advanced) - Effectively delivers messages that require careful planning for the method used and the possible impact of the message; audience maybe a large group, i.e. office, organization.

6. WRITING EFFECTIVELY

Proficiency Level: (Advanced)-Produces written work from scratch with some guidance while complying to agreed or prescribed standards of communicating within the bureaucracy.

7.CHAMPIONING AND APPLYING INNOVATION

Proficiency Level: (Intermediate)- Contributes new ideas, approaches and solutions.

8.PLANNING AND DELIVERING

Proficiency Level: (Basic) Designs and implements plans focused on one's functional group or area of focus and involving team members

9. MANAGING INFORMATION

Proficiency Level: (Intermediate) - Works with data to generate relevant information.

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OIC- Human Resource Division

40 J. Miranda Avenue, Naga City

mnwdhrd@yahoo.com

The MNWD upholds Equal Employment Opportunity Principle: "that there shall be no discrimination in selection of employees on account of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation or other similar factors/personal circumstances which run counter to the principles of merit, fitness for the job and equal opportunity."

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



METROPOLITAN NAGA WATER DISTRICT

40 J. Miranda Avenue, Naga City
Telephone No. (054) 473-7813/472-1685 loc 132

CIVIL SERVICE COMMISSION
CAMARINES SUR FIELD OFFICE
Regional Complex Cadlan Pili, Camarines sur

RECEIVED

OCT 08 2018 Time: 3:34

NOTICE OF VACANCY

Date of Release: October 08, 2018

POSITION : Minutes/Agenda Officer B

Salary Grade : 11

Department/Division : Office of the General Manager

Monthly Salary : Php. 20,179.00

No. of Vacancy/s : 1

Item Number(s) : 3

MINIMUM QUALIFICATION STANDARDS:

Education : Bachelor's degree

Experience : None required

Training : None required

Eligibility : Career Service (Professional) Second Level Eligibility

REQUIRED COMPETENCIES:

1. EXEMPLIFYING INTEGRITY

Proficiency Level: Basic - Acknowledge and respects authority, and demonstrate readiness in accepting and complying with rules

2. DELIVERING SERVICE EXCELLENCE

Proficiency Level: Basic - Complies with the agency's established standards of delivery or service level agreements and delivers explicit requirements of customers.

3. SOLVING PROBLEMS AND MAKING DECISIONS

Proficiency Level: Basic - Provides timely solutions to problems and decisions dilemmas that have clear-cut options and/or choices and whose solutions are available and that can be accessed from a database or gleaned from an existing policy or process.

4. DEMONSTRATING PERSONAL EFFECTIVENESS

Proficiency Level: Basic - Responds effectively to guidelines and feedback on one's performance, well-being and learning discipline

5. SPEAKING EFFECTIVELY

Proficiency Level: Basic - Effectively delivers messages that simply focus on data, facts or information and requires minimal preparation and can be supported by available communication materials.

6. WRITING EFFECTIVELY

Proficiency Level: Basic - Refers to and/or uses existing communication material or templates to produce own written work.

7. CHAMPIONING AND APPLYING INNOVATION

Proficiency Level: Basic - Demonstrate an awareness of basic principles of innovation.

8. PLANNING AND DELIVERING

Proficiency Level: Basic - Designs and implements plans focused on one's functional group or area of focus and involving team members from the same group.

9. MANAGING INFORMATION

Proficiency Level: Basic - Collects, organizes and maintain data.

Interested and qualified applicants shall submit the following documents to the Human Resource Office:

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 last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

DEADLINE OF SUBMISSION: October 18, 2018

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

RICARDO B. FELIX III

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