

APPROVED FOR FILLING

PERIOD: _____

SIGNATURE: _____

DATE: 2-6-20

Republic of the Philippines
METROPOLITAN NAGA WATER DISTRICT
Request for Publication of Vacant Positions

CIVIL SERVICE COMMISSION
CAMARINES SUR FIELD OFFICE
Capitol Complex, Cadian, Pili, Camarines Sur

RECEIVED

Date: FEB 06 2020 Time: 9:27

By: _____

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the METROPOLITAN NAGA WATER DISTRICT in the CSC website:

SHERRY T. PEÑAS
HRMO

Date: February 06, 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Senior Corporate Attorney	206	21	57,805.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080		Management Services Division
2	Community Relations Officer A	5	14	27,755.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Management Services Division
3	Procurement Analyst A	24	13	25,232.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		General Services, Property and Materials Management Division
4	Department Manager A	235	26	107,444.00	Master's degree OR Certificate in Leadership and Management from the CSC	120 hours of supervisory/management learning and development intervention	5 years of supervisory/management experience	Career Service (Professional) Second Level Eligibility		Finance Department

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5	Utilities/Customer Service Assistant A	44	12	22,938.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) First Level Eligibility		Financial Management Division
6	Supervising Utilities/ Customer Service Officer	70	20	51,155.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		Customer Services Division
7	Utilities/Customer Service Officer A	67	16	33,584.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Customer Services Division
8	Utilities/Customer Service Officer B	57	14	27,755.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Customer Services Division



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9	Utilities/Customer Service Officer B	68	14	27,755.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Customer Services Division
10	Utilities/Customer Service Assistant B	71	10	19,233.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) First Level Eligibility		Customer Services Division
11	Utilities/Customer Service Assistant B	72	10	19,233.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) First Level Eligibility		Customer Services Division
12	Utilities/Customer Service Assistant B	173	10	19,233.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) First Level Eligibility		Customer Services Division

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13	Utilities/Customer Service Officer A	62	16	33,584.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Customer Accounts Division
14	Department Manager A	237	26	107,444.00	Master's degree OR Certificate in Leadership and Management from the CSC	120 hours of supervisory/management learning and development intervention	5 years of supervisory/management experience	Career Service (Professional) Second Level Eligibility		Engineering & Environment Department
15	Project Planning and Development Officer C	84	11	20,754.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		Planning, Design and Construction Division
16	Water/Sewerage Maintenance Head	112	16	33,584.00	High School Graduate or Completion of relevant vocational trade course	24 hours of relevant training	4 years of relevant experience	None Required (MC11, s.96-Cat. III)		Water Production & Electro-Mechanical Division

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
17	Water/Sewerage Maintenance Foreman	115	14	27,755.00	High School Graduate or Completion of relevant vocational trade course	16 hours of relevant training	3 years of relevant experience	None Required (MC11, s.96-Cat. III)		Water Production & Electro-Mechanical Division
18	Water/Sewerage Maintenance Foreman	116	14	27,755.00	High School Graduate or Completion of relevant vocational trade course	16 hours of relevant training	3 years of relevant experience	None Required (MC11, s.96-Cat. III)		Water Production & Electro-Mechanical Division
19	Utilities/Customer Service Assistant A	88	12	22,938.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) First Level Eligibility		Water Production & Electro-Mechanical Division
20	Utilities/Customer Service Assistant A	102	12	22,938.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) First Level Eligibility		Water Production & Electro-Mechanical Division

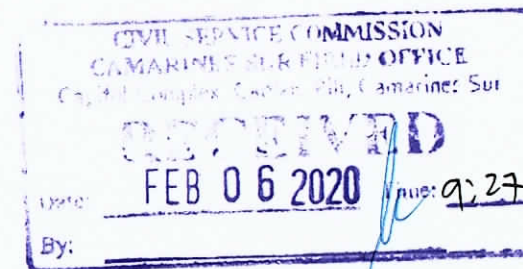
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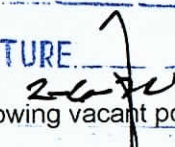
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					Education	Training	Experience	Eligibility	Competency (if applicable)	
21	Utilities/Customer Service Assistant A	104	12	22,938.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) First Level Eligibility		Water Production & Electro-Mechanical Division
22	Utilities/Customer Service Assistant A	105	12	22,938.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) First Level Eligibility		Water Production & Electro-Mechanical Division
23	Supervising Water Utilities Management/Development Officer	126	20	51,155.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		Water Distribution and Restoration Division
24	Water/Sewerage Maintenance Foreman	128	14	27,755.00	High School Graduate or Completion of relevant vocational trade course	16 hours of relevant training	3 years of relevant experience	None Required (MC11, s.96-Cat. III)		Water Distribution and Restoration Division

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
25	Water/Sewerage Maintenance Foreman	129	14	27,755.00	High School Graduate or Completion of relevant vocational trade course	16 hours of relevant training	3 years of relevant experience	None Required (MC11, s.96-Cat. III)		Water Distribution and Restoration Division
26	Senior Water/ Sewerage Maintenance Man A	140	12	22,938.00	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	None Required (MC11, s.96-Cat. III)		Pipelines & Leakage Control & Non-Revenue Management Division.
27	Senior Water/ Sewerage Maintenance Man A	204	12	22,938.00	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	None Required (MC11, s.96-Cat. III)		Pipelines & Leakage Control & Non-Revenue Management Division.
28	Senior Water/ Sewerage Maintenance Man B	153	10	19,233.00	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	None Required (MC11, s.96-Cat. III)		Pipelines & Leakage Control & Non-Revenue Management Division.

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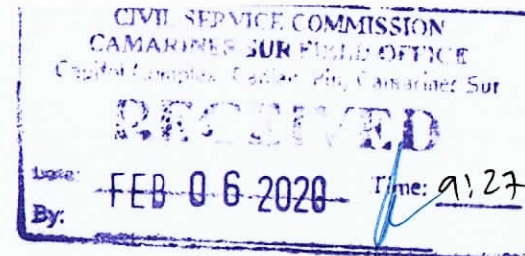
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29	Water/Sewerage Maintenance Man A	143	8	16,758.00	Elementary School Graduate	4 hours of relevant training	1 year of relevant experience	None Required (MC11, s.96-Cat. III)		Pipelines & Leakage Control & Non-Revenue Management Division.

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 02/16/2020.

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.

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

SHERRY T. PEÑAS

DIVISION MANAGER A, HRD

MNWD, 40 J. Miranda Avenue, Naga City

mnwdhrd@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.