



Republic of the Philippines
METROPOLITAN NAGA WATER DISTRICT
40 J. Miranda Avenue, Naga City

ADMINISTRATIVE SERVICES DEPARTMENT
HUMAN RESOURCE DIVISION

MANPOWER PLANNING, RECRUITMENT, TRAINING & DEVELOPMENT SECTION

APPROVED FOR POSTING
PERIOD: 5/23 - 6/1/18
SIGNATURE: [Signature]
DATE: 5/22/18

PUBLICATION: MARCH
09 TO MARCH 19, 2018

SELECTION LINE - UP

POSITION : **Researcher-Analyst B**

Division/Section : Office of the Board of Directors

No. of Vacancy/s : 1

Salary Grade : 11

Monthly Salary : Php 20,179.00

Item Number(s) : 207

MINIMUM QUALIFICATION STANDARDS:

Education : Bachelor's degree

Experience : None required

Training : Career Service (Professional) Second Level Eligibility

Eligibility : Career Service (Professional) Second Level Eligibility

ADDITIONAL QUALIFICATIONS PREFERRED:

None

JOB DUTIES AND RESPONSIBILITIES:

- Coordinate with the Management and BODs on matters to be included in the Meeting's Agneda or Special Meetings;
- Transcribes and prepares Minutes of the Board Meetings, to be submitted to the Board Secretary for signature and correction;
- Draft Board Resolutions formulated by the Board for correction and confirmation
- Submits original copy of confirmed Board Resolutions to OGM and informs BOD Secretary of pending Board Resolutions;
- Prepares and submit summary of Board Resolutions;
- Monitors and summarizes the Approved, Confirmed Board Resolutions to be forwarded to the Management;
- Coordinates with the Management all the concerns/matters that require BOD approval or instructions for implementation or dissemination;
- Files the final copy of the Minutes of Meeting duly signed by the Board Secretary including recorded meetings;
- Maintains soft/scanned copies of Board Resolutions;

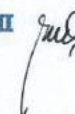
NAME OF CANDIDATE		PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
1	ALPAÑO, MICHELLE M.	Negosyo Center Business Counselor	BS Management & Accounting; MBA (12 units)	None Required	None Required	CS Professional	N/A	
2	ARTUZ, GLENDALYN JOYCE F.	None	BS Medical Technology	None Required	None Required	RA 1080-Med Tech.	N/A	

NAME OF CANDIDATE	PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
3 FRANCISCO, LUIS JR. P.	None	BSBA Major in Financial Accounting	None Required	None Required	CS Professional	N/A	
4 JAMUAT, RINA E.	CSW - Board of Directors' Staff	BS Agri-Eco Tourism Management	None Required	None Required	CS Professional	N/A	In-house applicant
5 LOPEZ, MARIGRACE G.	None	BS Geology	None Required	None Required	RA 1080-Geologist	N/A	
6 NOLASCO, ANGELICA MAE	Accounting Staff - Euro Airlink Corp.	BS Information Technology	None Required	None Required	CS Professional	N/A	
7 PEÑERO, MARK JASON	Facilities Help Desk Professional - Team Global Inc.	BS Information Systems	None Required	None Required	CS Professional	N/A	
8 RIVERA, ANGELICA O.	None	AB Political Science	None Required	None Required	LET	N/A	
9 SANTOS, RIA-FE L.	CSW - Nurse Aide	BS Nursing	None Required	None Required	RA 1080-Nurse	N/A	In-house applicant
10 SESMUNDO, SHARMAINE N.	None	BS Psychology	None Required	None Required	CS Professional	N/A	
11 URSUA, PIO RAOUL B.	None	Bachelor of Laws	None Required	None Required	CS Professional	N/A	

APPROVED FOR POSTING
 PERIOD: 5/23 - 6/1/18
 SIGNATURE: 
 DATE: 5/22/18

Certified Correct:

RICARDO B. FELIX III
 Division Manager A





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METROPOLITAN NAGA WATER DISTRICT
40 J. Miranda Avenue, Naga City

ADMINISTRATIVE SERVICES DEPARTMENT
HUMAN RESOURCE DIVISION

MANPOWER PLANNING, RECRUITMENT, TRAINING & DEVELOPMENT SECTION

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PUBLICATION:
MARCH 09 TO
MARCH 19, 2018

SELECTION LINE - UP

POSITION

Internal Control Assistant B

Division/Section : Office of the General Manager (Internal Audit Section)
No. of Vacancy/s : 1
Salary Grade : 8
Monthly Salary : Php 16,282.00
Item Number(s) : 209

MINIMUM QUALIFICATION STANDARDS:

Education : Completion of two years studies in college
Experience : 1 year of relevant experience
Training : 4 hours of relevant training
Eligibility : Career Service (Sub-Professional) First Level Eligibility

ADDITIONAL QUALIFICATIONS PREFERRED:

None

JOB DUTIES AND RESPONSIBILITIES:

- Checks, verifies and records the following:
 - Billing Adjustment Memo (BAM)
 - Other Billing Adjustment Memo (OBAM)
 - Billings for Materials and Fees of WDRD and PLCNRWMD
 - Monthly transportation expenses of Meter Meaders, WDRD and PLCNRWMD Personnel
 - Summary of Taxes Withheld
 - Summary of Last Reading Consumption on Disconnected Accounts
 - Monthly Summary of Liability Charges Report
 - Monthly Senior Citizens Discount Report
- Prepares monthly representation expenses of the General Manager
- Records office supplies expenses and other expenses of OGM and BOD
- Records and distributes processed daily transactions documents of the Section
- Assists in the conduct of monthly cash count to tellers, cashier and petty cash custodian

NAME OF CANDIDATE		PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
1	CLAVERON, CATHERENE F.	CSW - Internal Control Section	BSBA Computer Management & Accounting	2 years & 7 months	8 hrs	CS Professional	N/A	In-house applicant

Certified Correct :

RICARDO B. FELIX III
Division Manager A

[Signature]

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PUBLICATION: MARCH 09
TO MARCH 19, 2018

SELECTION LINE - UP

POSITION : **Legal Assistant I**

Division/Section : Office of the General Manager (Legal & Research Section)

No. of Vacancy/s : 1

Salary Grade : 10

Monthly Salary : Php 18,718.00

Item Number(s) : 210

ADDITIONAL QUALIFICATIONS PREFERRED:
None

JOB DUTIES AND RESPONSIBILITIES:

- Conducts legal research work
- Prepares/drafts pleadings, legal opinions and memoranda
- Performs routine professional legal work

MINIMUM QUALIFICATION STANDARDS:

Education : Bachelor's degree

Experience : None required

Training : None required

Eligibility : Career Service (Professional) Second Level Eligibility

NAME OF CANDIDATE	PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
1 AÑONUEVO, ALEC FRANCESCA A.	None	AB Psychology	None Required	None Required	CS Professional	N/A	
2 AURO, IAN DEO A.	None	BS Information Technology	None Required	None Required	CS Professional	N/A	
3 BITAO, KELVIN B.	Admin. Aide V - BFAR	BS Information Technology	None Required	None Required	CS Professional	N/A	
4 BONAFA, KATRINA A.	None	Bachelor of Law	None Required	None Required	CS Professional	N/A	
5 CASIMIRO, ARVIN P.	Finance & Admin. Supervisor - Coca Cola	BSBA Computer Management & Accounting	None Required	None Required	CS Professional	N/A	
6 ESGUERRA, ILONAH MAY B.	CSR - Sutherland Global Services	Bachelor of Elementary Education	None Required	None Required	LET	N/A	
7 FRANCISCO, LUIS JR. P.	None	BSBA Financial Accounting	None Required	None Required	CS Professional	N/A	
8 NOLASCO, ANGELICA MAE C	Accounting Staff - Euro Airlink Corp.	BS Information Technology	None Required	None Required	CS Professional	N/A	
9 OLAGUER, MARIAN A.	None	AB Political Science	None Required	None Required	PD 907-Honor Graduate	N/A	Magna-Cum-Laude
10 SANTIAGO, ARJAY V.	CSW - OGM Staff	Bachelor of Law	None Required	None Required	CS Professional	N/A	In-house applicant

Certified Correct :

RICARDO B. FELIX III
Division Manager A



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HUMAN RESOURCE DIVISION

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DATE: 5/22/18

PUBLICATION: MARCH 09
TO MARCH 19, 2018

SELECTION LINE - UP

POSITION

: Administration Services Aide

Division/Section : Office of the Board of Directors
No. of Vacancy/s : 1
Salary Grade : 4
Monthly Salary : Php 12, 674.00
Item Number(s) : 211

MINIMUM QUALIFICATION STANDARDS:

Education : Elementary School Graduate
Experience : None required
Training : None required
Eligibility : None required

ADDITIONAL QUALIFICATIONS PREFERRED:

None

JOB DUTIES AND RESPONSIBILITIES:

- Performs errand delegated by the Board of Directors
- Act as liaison
- Serves snacks during board meetings

NAME OF CANDIDATE	PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
1 ALGABA, LEONIE R.	Assistant Manager - Sadi Baloy Restaurant	BS Hotel & Restaurant Management	None Required	None Required	None Required	N/A	
2 ATANACIO, DENNIS B.	None	BS Computer Science	None Required	None Required	None Required	N/A	
3 BAUTISTA, MIKE CHRISTIAN B.	CSW - IT Support Staff	BS Information Technology	None Required	None Required	None Required	N/A	In-house applicant
4 BOTIN, LIZA ANN G.	None	BSBA Financial Management	None Required	None Required	None Required	N/A	
5 DE VILLA, CAMILLE ANNE B.	None	BSBA Management	None Required	None Required	None Required	N/A	
6 DELA TORRE, MARLENIE	CSW - Board of Directors' Staff	2-year Computer Science Course	None Required	None Required	None Required	N/A	In-house applicant
7 GARCIA, JOSELITO A.	CSW - Clerk	2-year Diploma in Computer-based Accountancy	None Required	None Required	None Required	N/A	In-house applicant
8 JOSON, MA. JESSA V.	Financial Analyst Aide - TESDA	BSBA Banking & Finance	None Required	None Required	None Required	N/A	

NAME OF CANDIDATE		PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
9	MADRIGAL, ALIXES B.	None	BS Hotel & Restaurant Management	None Required	None Required	None Required	N/A	
10	VERSOZA, JANELLE F.	Administrative Assistant - UNC	BSBA Financial Management	None Required	None Required	None Required	N/A	

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Division Manager A

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HUMAN RESOURCE DIVISION

MANPOWER PLANNING, RECRUITMENT, TRAINING & DEVELOPMENT SECTION

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DATE:	5/22/18

PUBLICATION:
APRIL 10 TO APRIL
20, 2018

SELECTION LINE - UP

POSITION : Senior Corporate Attorney

Division/Section : Office of the General Manager (Legal & Research Section)
No. of Vacancy/s : 1
Salary Grade : 21
Monthly Salary : Php 52,554.00
Item Number(s) : 206

MINIMUM QUALIFICATION STANDARDS:

Education : Bachelor of Laws
Experience : 1 year of relevant experience
Training : 4 hours of relevant training
Eligibility : RA 1080

ADDITIONAL QUALIFICATIONS PREFERRED:

None

JOB DUTIES AND RESPONSIBILITIES:

- Provides highly technical, proprietary, primarily confidential and/or policy determining functions for and in-behalf of the MNWD Management.
- Oversee the overall function of the Legal Section
- Provide legal assistance to the District and its employees

NAME OF CANDIDATE		PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
1	Rotugal, Arra Jolly S.	OJT Attorney -SSS	Bachelor of Laws	1 yr & 7 mos.	32 hours	RA 1080 Phil. Bar. Exam.	N/A	PD 907-Cum Laude

Certified Correct :

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Division Manager A



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ADMINISTRATIVE SERVICES DEPARTMENT
HUMAN RESOURCE DIVISION
MANPOWER PLANNING, RECRUITMENT, TRAINING & DEVELOPMENT SECTION



SELECTION LINE - UP

POSITION : **Community Relations Assistant B**

Division/Section : Office of the General Manager (Public Relations & External Affairs Section)

No. of Vacancy/s : 1

Salary Grade : 8

Monthly Salary : Php 16,282.00

Item Number(s) : 208

MINIMUM QUALIFICATION STANDARDS:

Education : Completion of two years studies in college

Experience : 1 year of relevant experience

Training : 4 hours of relevant training

Eligibility : Career Service (Sub-Professional) First Level Eligibility

ADDITIONAL QUALIFICATIONS PREFERRED:

None

JOB DUTIES AND RESPONSIBILITIES:

- Prepares creative articles, public announcements and other compositions about the water district's programs, projects, events and other activities.
- Facilitate publication of articles and announcements to website, print media, newsletter and other corresponding outlet appropriate to intended audience
- Assist to establish awareness and dissemination of information across the community relative to the policies, programs, projects and activities of the water district
- Create and maintain materials to effectively aid and deploy policies and procedures, programs and events of the water district.

NAME OF CANDIDATE		PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
1	GONZALES, AURIA PRIMAVERDE S.	CSW - Creative Article Writer	AB Political Science	7 years & 8 months	40 hours	PD 907-Honor Graduate / LET	N/A	In-house applicant, Cum Laude

Certified Correct :

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HUMAN RESOURCE DIVISION

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DATE:	5/22/18

PUBLICATION: MARCH 09 TO
MARCH 19, 2018

SELECTION LINE - UP

POSITION : Senior Corporate Accountant A

Division/Section : Accounting Division (General Accounting Section)
No. of Vacancy/s : 1
Salary Grade : 18
Monthly Salary : Php. 38,085.00
Item Number(s) : 31

MINIMUM QUALIFICATION STANDARDS:

Education : Bachelor's degree in Commerce/Business Administration
major in Accounting
Experience : 2 years of relevant experience
Training : 8 hours of relevant
Eligibility : RA 1080

ADDITIONAL QUALIFICATIONS PREFERRED:

None

JOB DUTIES AND RESPONSIBILITIES:

- Supervises recording and posting of all business transactions.
- Preparation of Financial Reports
- Monitoring of taxes withheld from government money payments and employees' compensation.
- Checks the completeness of the documents & correctness of entries.

NAME OF CANDIDATE	PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
1 AGNAS, CYREL R.	Senior Corporate Budget Analyst	BS in Accountancy	7 years & 2 months	205 hours	RA 1080 - CPA	Jan-Jun 2017 - 4.74 (VS) Jul-Dec 2017 - 4.70 (VS)	In-house applicant
2 AVENIDO, JANET N.	None	BS in Accountancy	2 years	11 hours	RA 1080 - CPA	N/A	

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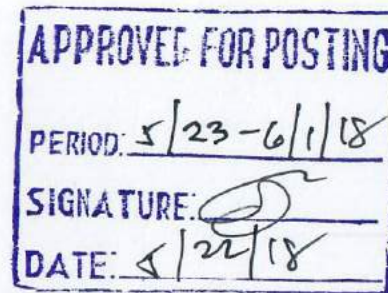
RICARDO B. FELIX III
Division Manager A



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ADMINISTRATIVE SERVICES DEPARTMENT
HUMAN RESOURCE DIVISION

MANPOWER PLANNING, RECRUITMENT, TRAINING & DEVELOPMENT SECTION



PUBLICATION: MARCH 09 TO MARCH
19, 2018

SELECTION LINE - UP

POSITION : **Cashier A**
Division/Section : Treasury & Budget Division (Treasury Section)
No. of Vacancy/s : 1
Salary Grade : 16
Monthly Salary : Php 31,765.00
Item Number(s) : 223

MINIMUM QUALIFICATION STANDARDS:

Education : Bachelor's degree
Experience : 1 year of relevant experience
Training : 4 hours of relevant training
Eligibility : Career Service (Professional) Second Level Eligibility

ADDITIONAL QUALIFICATIONS PREFERRED:

None

JOB DUTIES AND RESPONSIBILITIES:

- Assists in the supervision of cash receipts transactions.
- Assist in the remittance of collections.
- Preparation of daily Collection Report, cash receipts and deposit record, report of collection and deposits.

NAME OF CANDIDATE	PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
1 CURBA, EUGENE I.	Cashier C	BSC Major in Accounting	5 years & 11 months	32 hours	CS Professional	Jan-Jun 2017 - 4.72 (VS) Jul-Dec 2017 - 4.94 (VS)	In-house applicant
2 DE PADUA, ERMA B.	Utilities/Customer Service Officer B	BSC Major in Accounting	6 years & 8 months	28 hours	CS Professional	Jan-Jun 2017 - 4.46 (VS) Jul-Dec 2017 - 4.89 (VS)	In-house applicant
3 MORENA, RACHEL N.	Accounting Assistant -PENRO Cam. Norte	BS in Accountancy	1 year & 4 months	16 hours	CS Professional	N/A	
4 SALVACION, NOLY P.	Jr. Accountant - BIGGS Inc.	BSBA in Financial Accounting	5 years & 7 months	46 hours	CS Professional	N/A	

Certified Correct :


RICARDO B. FELIX III
Division Manager A



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ADMINISTRATIVE SERVICES DEPARTMENT
HUMAN RESOURCE DIVISION

MANPOWER PLANNING, RECRUITMENT, TRAINING & DEVELOPMENT SECTION

APPROVED FOR POSTING
PERIOD: 5/23 - 6/1/18
SIGNATURE: 
DATE: 5/28/18

PUBLICATION: MARCH 09 TO
MARCH 19, 2018

SELECTION LINE - UP

POSITION : **Senior Corporate Accountant A**

Division/Section : Accounting Division (General Accounting Section)
No. of Vacancy/s : 1
Salary Grade : 18
Monthly Salary : Php. 38,085.00
Item Number(s) : 31

MINIMUM QUALIFICATION STANDARDS:

Education : Bachelor's degree in Commerce/Business Administration
major in Accounting
Experience : 2 years of relevant experience
Training : 8 hours of relevant
Eligibility : RA 1080

ADDITIONAL QUALIFICATIONS PREFERRED:

None

JOB DUTIES AND RESPONSIBILITIES:

- Supervises recording and posting of all business transactions.
- Preparation of Financial Reports
- Monitoring of taxes withheld from government money payments and employees' compensation.
- Checks the completeness of the documents & correctness of entries.

	NAME OF CANDIDATE	PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
1	AGNAS, CYREL R.	Senior Corporate Budget Analyst	BS in Accountancy	7 years & 2 months	205 hours	RA 1080 - CPA	Jan-Jun 2017 - 4.74 (VS) Jul-Dec 2017 - 4.70 (VS)	In-house applicant
2	AVENIDO, JANET N.	None	BS in Accountancy	2 years	11 hours	RA 1080 - CPA	N/A	

Certified Correct :

RICARDO B. FELIX III
Division Manager A





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HUMAN RESOURCE DIVISION

MANPOWER PLANNING, RECRUITMENT, TRAINING & DEVELOPMENT SECTION

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PUBLICATION: MARCH 09
TO MARCH 19, 2018

SELECTION LINE - UP

POSITION : Division Manager A

Division/Section : Treasury & Budget Division
No. of Vacancy/s : 1
Salary Grade : 24
Monthly Salary : Php. 73,299.00
Item Number(s) : 219

MINIMUM QUALIFICATION STANDARDS:

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

ADDITIONAL QUALIFICATIONS PREFERRED:
None

JOB DUTIES AND RESPONSIBILITIES:

- Overall supervision and control of the Treasury and Budget Division
- Oversee the budget preparation processes
- Supervises the preparation of the monthly summary of budget utilization
- Preparation of Budget and Actual Expenses Summary
- Preparation of Capital Expenditure Report
- Prepares daily bank reconciliation.

NAME OF CANDIDATE	PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
1. CARMONA, CHRISTINA B.	Senior Corporate Budget Specialist	Master of Arts in Business Administration	5 yrs & 2 months	304 hours	RA 1080, CS Prof.	Jan-Jun 2017 - 4.84 (VS) Jul-Dec 2017 - 4.92 (VS)	In-house applicant

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Division Manager A



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HUMAN RESOURCE DIVISION

MANPOWER PLANNING, RECRUITMENT, TRAINING & DEVELOPMENT SECTION

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DATE: 5/22/18

PUBLICATION: MARCH
09 TO MARCH 19, 2018

SELECTION LINE - UP

POSITION : Corporate Budget Analyst A

Division/Section : Treasury & Budget Division (Budget Section)

No. of Vacancy/s : 1

Salary Grade : 13

Monthly Salary : Php.24,224.00

Item Number(s) : 49

MINIMUM QUALIFICATION STANDARDS:

Education : Bachelor's degree relevant to the job

Experience : None required

Training : None required

Eligibility : Career Service (Professional) Second Level Eligibility

ADDITIONAL QUALIFICATIONS PREFERRED:

None

JOB DUTIES AND RESPONSIBILITIES:

- Posting of Budget Utilization Slip (BUS) in respective registries.
- Responsible for the proper charging of accounts.
- Monitors Corporate Budget

NAME OF CANDIDATE	PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
1 ABANILLA, SARAH MAE E.	Order to Cash Analyst - IBM	BSBA Financial Accounting	None required	None required	LET	N/A	
2 ALPAÑO, MICHELLE M.	Negosyo Center Business Counselor	BS Management & Accounting; MBA (12 units)	None Required	None Required	CS Professional	N/A	
3 AURO, NEIL ANGELO A.	None	BSBA Financial Management & Accounting	None required	None required	CS Professional		
4 BELIBOR, JAN MICHELLE J.	Utilities/Customer Service Assistant C	BSBA Computer Management & Accounting	None required	None required	CS Professional	Jan-Jun 2017 - 4.68(VS) Jul-Dec 2017 - 4.88 (VS)	In-house applicant

NAME OF CANDIDATE		PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
5	BOLANTE, HAZEL A.	Secretary C	BSBA Financial Accounting	None required	None required	CS Professional	Jan-Jun 2017 - N/A Jul-Dec 2017 - 4.83 (VS)	In-house applicant
6	CASIMIRO, ARVIN P.	Finance & Admin. Supervisor - Coca Cola	BSBA Computer Management & Accounting	None Required	None Required	CS Professional	N/A	
7	MANALO, ELAINE B.	Finance Officer II - Madrigal Foundation	BSBA Financial Accounting	None required	None required	CS Professional	N/A	
8	MILANO, BEA CINDY S.	Jr. Accountant - BIGGS Inc.	BSBA Computer Management & Accounting	None required	None required	CS Professional	May 2016 to April 2017 - 94.98 (VS)	
9	ROMERO, TATIANA ANGELOU P.	CSW Clerical Support COA	BS Accountancy	None required	None required	RA 1080 - CPA	N/A	Resigned fro, MNWD April 2017
10	TARROBAGO, SALVE F.	Senior Bookkeeper	BS Accountancy	None required	None required	CS Professional	Jan-Dec 2017 - 4.700 (Outstanding)	

Certified Correct :

RICARDO B. FELIX III
Division Manager A

[Signature]

[Signature]

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SIGNATURE: <u><i>[Signature]</i></u>
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ADMINISTRATIVE SERVICES DEPARTMENT
HUMAN RESOURCE DIVISION

MANPOWER PLANNING, RECRUITMENT, TRAINING & DEVELOPMENT SECTION



PUBLICATION:
MARCH 09 TO
MARCH 19, 2018

SELECTION LINE - UP

POSITION : **Cashiering Services Chief B**

Division/Section : Treasury & Budget Division (Treasury Section)

No. of Vacancy/s : 1

Salary Grade : 20

Monthly Salary : Php. 47,037.00

Item Number(s) : 38

MINIMUM QUALIFICATION STANDARDS:

Education : Bachelor's degree

Experience : 3 years of relevant experience

Training : 16 hours of relevant training

Eligibility : Career Service (Professional) Second
Level Eligibility

ADDITIONAL QUALIFICATIONS PREFERRED:

None

JOB DUTIES AND RESPONSIBILITIES:

- Supervises Cash receipt transactions
- Responsible for the preparation and Disbursement of checks.
- Monitoring of Daily Cash balances
- Preparation of Reports.

NAME OF CANDIDATE		PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
1	CABALLERO, MARIA CYRIL A.	Senior Financial/Accounts Specialist	MBA (39 units)	22 yrs. & 11 months	24 hours	CS Professional	Jan-Jun 2017 - 4.94 (VS) Jul-Dec 2017 - 4.88 (VS)	OIC-Cashiering Services Chief B
2	CURBA, EUGENE I.	Cashier C	BSC Major in Accounting	5 years & 11 months	32 hours	CS Professional	Jan-Jun 2017 - 4.72 (VS) Jul-Dec 2017 - 4.94 (VS)	In-house applicant
3	DE PADUA, IRMA B.	Utilities/Customer Service Officer B	BSC Major in Accounting	6 years & 8 months	28 hours	CS Professional	Jan-Jun 2017 - 4.46 (VS) Jul-Dec 2017 - 4.89 (VS)	In-house applicant

Certified Correct :

RICARDO B. FELIX III
Division Manager A



Republic of the Philippines
METROPOLITAN NAGA WATER DISTRICT
40 J. Miranda Avenue, Naga City

ADMINISTRATIVE SERVICES DEPARTMENT
HUMAN RESOURCE DIVISION
MANPOWER PLANNING, RECRUITMENT, TRAINING & DEVELOPMENT SECTION

APPROVE FOR POSTING
PERIOD: 5/23 - 6/1/18
SIGNATURE:
DATE: 5/22/18

PUBLICATION:
MARCH 09 TO
MARCH 19, 2018

SELECTION LINE - UP

POSITION : Corporate Accounts Analyst
Division/Section : Accounting Division (General Accounting Section)
No. of Vacancy/s : 1
Salary Grade : 13
Monthly Salary : Php.24,224.00
Item Number(s) : 32

ADDITIONAL QUALIFICATIONS PREFERRED:

None

JOB DUTIES AND RESPONSIBILITIES:

- Maintenance of working Fund;
- Preparation of the summary of billing adjustments and of various utilities;
- Maintenance of records and files;

MINIMUM QUALIFICATION STANDARDS:

Education : Bachelor's degree relevant to the job
Experience : None required
Training : None required
Eligibility : Career Service (Professional) Second Level Eligibility

NAME OF CANDIDATE		PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
1	ABAD, DANICA MAE B.	None	BS Accountancy	None required	None required	RA 1080 -CPA	N/A	
2	ALPAÑO, MICHELLE M.	Negosyo Center Business Counselor	BS Management & Accounting; MBA (12 units)	None Required	None Required	CS Professional	N/A	
3	ANGELES, MERRYLIE B.	Sr. Accounting Processor B	BSBA Computer Management & Accounting	None required	None required	CS Professional	Jan-Jun 2017 - 4.87 (VS) Jul-Dec 2017 - 4.80 (VS)	in-house applicant
4	ANZURES, CYREL B.	Administrative Officer I - PGO Cam. Sur	BS Accountancy	None required	None required	CS Professional	Jan-Jun 2017 - 4.46 (VS) Jul-Dec 2017 - 4.46(VS)	
5	AURO, NEIL ANGELO A.	None	BSBA Financial Management & Accounting	None Required	None Required	CS Professional	N/A	

NAME OF CANDIDATE	PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
6 BELIBOR, JAN MICHELLE J.	Utilities/Customer Service Assistant C	BSBA Computer Management & Accounting	None required	None required	CS Professional	Jan-Jun 2017 - 4.68(VS) Jul-Dec 2017 - 4.88 (VS)	in-house applicant
7 BIENVENUTO, MONICA P.	Accounting Clerk	BS Accountancy	None required	None required	CS Professional	Jan-Jun 2017 - 4.73(VS)	
8 CASIMIRO, ARVIN P.	Finance & Admin. Supervisor - Coca Cola	BSBA Computer Management & Accounting	None Required	None Required	CS Professional	N/A	
9 MANALO, ELAINE B.	Finance Officer II - Madrigal Foundation	BSBA Financial Accounting	None required	None required	CS Professional	N/A	
10 RASONABLE, CARMALY C.	Administrative Aide IV - LGU Libmanan	BSBA Computer Management & Accounting	None required	None required	CS Professional	N/A	
11 SALVACION, NOLY P.	Jr. Accountant - BIGGS Inc.	BSBA in Financial Accounting	None required	None required	CS Professional	N/A	
12 TABINAS, CARL SJ.	None	BS Accountancy	None required	None required	RA 1080 - CPA	N/A	
13 URSUA, PIO RAOUL B.	None	BSBA in Legal Management/ Bachelor of Laws	None Required	None Required	CS Professional	N/A	

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RICARDO B. FELIX III
Division Manager A

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PERIOD: 5/23 - 6/1/18

SIGNATURE: [Signature]

DATE: 5/22/18



Republic of the Philippines
METROPOLITAN NAGA WATER DISTRICT
40 J. Miranda Avenue, Naga City

ADMINISTRATIVE SERVICES DEPARTMENT
HUMAN RESOURCE DIVISION
MANPOWER PLANNING, RECRUITMENT, TRAINING & DEVELOPMENT SECTION

APPROVED FOR POSTING
PERIOD: 5/23-6/1/18
SIGNATURE: [Signature]
DATE: 5/22/18

PUBLICATION: MARCH
09 TO MARCH 19, 2018

SELECTION LINE - UP

POSITION : **Environmental Analyst**
Division/Section : Environment & Water Resources Division (WasteWater Section)
No. of Vacancy/s : 1
Salary Grade : 12
Monthly Salary : Php 22,149.00
Item Number(s) : 78

ADDITIONAL QUALIFICATIONS PREFERRED:

None

JOB DUTIES AND RESPONSIBILITIES:

- Conduct research, studies and methods of mitigating environmental pollution using scientific and engineering concepts and principles.
- Prepares accomplishment reports.

MINIMUM QUALIFICATION STANDARDS:

Education : Bachelor's degree relevant to the job
Experience : None required
Training : None required
Eligibility : Career Service (Professional) Second Level Eligibility

NAME OF CANDIDATE		PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
1	ARTUZ, GLENDALYN JOYCE F.	None	BS Medical Technology	None Required	None Required	RA 1080 - Med. Tech	N/A	
2	BUMALAY, JOSE V.	Collection Specialist- UCPB Goa	MA in Education Major in Instructional Management	None Required	None Required	LET	N/A	

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NAME OF CANDIDATE		PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
3	CABALLERO, EDGAR B.	Environmental Permits Consultant - Bicol Biomass Energy Corp.	BS in Agriculture Major in Agricultural Engineering, Master of Science in Resource Mgt. Major in Environmental Mgt. (34 units)	None Required	None Required	RA 1080 - Agricultural Engineer, CS Sub-Pro.	N/A	
4	OBINA, JOHN PAUL B.	Planning Assistant - EDMERO PGO	BS in Environmental Management	None Required	None Required	PD 907-Honor Graduate Eligibility	N/A	

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RICARDO B. FELIX III
Division Manager A

APPROVED FOR POSTING

PERIOD: 5/23 - 6/1/18

SIGNATURE: 

DATE: 5/22/18



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METROPOLITAN NAGA WATER DISTRICT
40 J. Miranda Avenue, Naga City

ADMINISTRATIVE SERVICES DEPARTMENT
HUMAN RESOURCE DIVISION
MANPOWER PLANNING, RECRUITMENT, TRAINING & DEVELOPMENT SECTION

APPROVE FOR POST
5/23-6/1/18
SIGNATURE: [Signature]
DATE: 5/23/18

PUBLICATION: MARCH
09 TO MARCH 19, 2018

SELECTION LINE - UP

POSITION : **Project Planning and Development
Officer A**

ADDITIONAL QUALIFICATIONS PREFERRED:

Division/Section : Planning, Design & Construction Division (Construction Section) None

No. of Vacancy/s : 1

Salary Grade : 15

Monthly Salary : Php 29,010.00

Item Number(s) : 225

JOB DUTIES AND RESPONSIBILITIES:

- Conduct right of way negotiations and prepare documentary requirements relative to the planning and development of water supply, sanitation and related infrastructure.
- Prepares accomplishment reports.

MINIMUM QUALIFICATION STANDARDS:

Education : Bachelor's degree relevant to the job
Experience : 1 year of relevant experience
Training : 4 hours of relevant training
Eligibility : Career Service (Professional) Second Level Eligibility

NAME OF CANDIDATE	PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
1 AMORES, SAMUEL A.	Project Planning & Development Officer C	BS in Mechanical Engineering	2 yrs & 10 months	136 hours	CS Pro.	Jan-Jun 2017 - 4.92 (VS) Jul-Dec 2017 - 4.85 (VS)	in-house applicant
2 CUERDO, RENE S.	None	BS in Mechanical Engineering	3 years	16 hours	RA 1080 -ME	N/A	
3 JADIE, AR BRYAN T.	None	BS in Architecture	4 yrs & 2 months	5 hours	RA 1080 - Architect	N/A	

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NAME OF CANDIDATE		PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
4	SAN PASCUAL, CHRISTOPHER A.	None	BS in Architecture	2 years & 3 mos.	40 hours	RA 1080 - Architect, Master Plumber	Jan-Jun 2017 - 4.92 (VS) Jul-Dec 2017 - 4.06(VS)	

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RICARDO B. FELIX III
Division Manager A

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APPROVED FOR POSTING
PERIOD: <u>5/28 - 6/1/18</u>
SIGNATURE: <u><i>[Handwritten signature]</i></u>
DATE: <u>5/22/18</u>



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METROPOLITAN NAGA WATER DISTRICT
40 J. Miranda Avenue, Naga City

ADMINISTRATIVE SERVICES DEPARTMENT
HUMAN RESOURCE DIVISION

MANPOWER PLANNING, RECRUITMENT, TRAINING & DEVELOPMENT SECTION

APPROVED FOR PG...
PERIOD: 5/23-6/1/18
SIGNATURE: [Signature]
DATE: 5/22/18

PUBLICATION: MARCH 09
TO MARCH 19, 2018

SELECTION LINE - UP

POSITION : Division Manager A

Division/Section : Environment & Water Resources Division
No. of Vacancy/s : 1
Salary Grade : 24
Monthly Salary : Php 73,299.00
Item Number(s) : 221

MINIMUM QUALIFICATION STANDARDS:

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

ADDITIONAL QUALIFICATIONS PREFERRED:

None

JOB DUTIES AND RESPONSIBILITIES:

- Oversees implementation of water resources and environmental management programs, activities and projects.
- Oversees the establishment, documentation and effective implementation of the MNWD - Quality Management System (QMS).
- Ensures that procedures for Internal Quality Audit Management Review and Corrective
- Actions are established and implemented.
- Attend meetings and participate in deliberations of Committees, Groups and Teams wherein he/she is a member.
- Prepares accomplishment reports.

NAME OF CANDIDATE		PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
1	RUBIO, VICENTE ANICETO	Sr. Water Utilities Management/Development Officer	Master in Management	36 years & 3 months	112 hours	CS Pro.	Jan-Jun 2017 - 4.92 (VS) Jul-Dec 2017 - 4.92(VS)	in-house applicant

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RICARDO B. FELIX III
Division Manager A

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Republic of the Philippines
METROPOLITAN NAGA WATER DISTRICT
40 J. Miranda Avenue, Naga City

ADMINISTRATIVE SERVICES DEPARTMENT
HUMAN RESOURCE DIVISION

MANPOWER PLANNING, RECRUITMENT, TRAINING & DEVELOPMENT SECTION

APPROVED FOR POSTING	
PERIOD:	5/23 - 6/1/18
SIGNATURE:	
DATE:	5/22/18

PUBLICATION: MARCH 12 TO
MARCH 22, 2018

SELECTION LINE - UP

POSITION : **Project Planning and Development**
Officer A
Division/Section : Planning, Design & Construction Division (Planning & Design Section)
No. of Vacancy/s : 1
Salary Grade : 15
Monthly Salary : Php 29,010.00
Item Number(s) : 226

ADDITIONAL QUALIFICATIONS PREFERRED:

None

JOB DUTIES AND RESPONSIBILITIES:

- Conduct right of way negotiations and prepare documentary requirements relative to the planning and development of water supply, sanitation and related infrastructure.
- Prepares accomplishment reports.

MINIMUM QUALIFICATION STANDARDS:

Education : Bachelor's degree relevant to the job
Experience : 1 year of relevant experience
Training : 4 hours of relevant training
Eligibility : Career Service (Professional) Second Level Eligibility

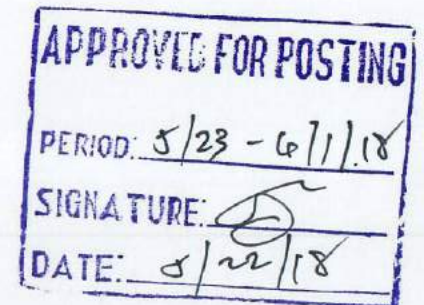
NAME OF CANDIDATE		PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
1	CUERDO, RENE S.	None	BS in Mechanical Engineering	3 years	16 hours	RA 1080 -ME	N/A	
2	JADIE, AR BRYAN T.	None	BS in Architecture	4 yrs & 2 months	5 hours	RA 1080 - Architect	N/A	
3	MARPURI, SUZETTE S.	Planning Assistant - PPDO Cam.Sur	BS in Civil Engineering	20 years	108 hours	CS Pro.	Jul-Dec 2016 - 4.08 (VS)	
							Jan-Jun 2017 - 4.08 (VS)	

NAME OF CANDIDATE		PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
4	ROBREDO, JOSE L.	Project Planning & Development Officer C	BS in Civil Engineering	2 years & 10 mos.	104 hours	RA 1080 Master Plumber	Jan-Jun 2017 - 4.91 (VS) Jul-Dec 2017 - 4.80 (VS)	In-house-applicant
5	SAN PASCUAL, CHRISTOPHER A.	None	BS in Architecture	2 years & 3 mos.	40 hours	RA 1080 - Architect, Master Plumber	Jan-Jun 2017 - 4.07(VS) Jul-Dec 2017 - 4.06(VS)	

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RICARDO B. FELIX III

Division Manager A





Republic of the Philippines
METROPOLITAN NAGA WATER DISTRICT
40 J. Miranda Avenue, Naga City

ADMINISTRATIVE SERVICES DEPARTMENT
HUMAN RESOURCE DIVISION
MANPOWER PLANNING, RECRUITMENT, TRAINING & DEVELOPMENT SECTION

APPROVED FOR POSTING	
PERIOD:	5/23 - 6/1/18
SIGNATURE:	
DATE:	5/23/18

PUBLICATION: MARCH 09 TO
MARCH 19, 2018

SELECTION LINE - UP

POSITION : **Industrial Relations Development Officer A**

Division/Section : Human Resource Division (Manpower Planning, Recruitment, Training & Development Section)

No. of Vacancy/s : 1

Salary Grade : 15

Monthly Salary : Php 29,010.00

Item Number(s) : 215

MINIMUM QUALIFICATION STANDARDS:

Education : Bachelor's degree

Experience : 1 year of relevant experience

Training : 4 hours of relevant training

Eligibility : Career Service (Professional) Second Level Eligibility

ADDITIONAL QUALIFICATIONS PREFERRED:

None

JOB DUTIES AND RESPONSIBILITIES:

- Coordinates with other departments/divisions to determine staffing needs.
- Screen documents submitted by applicants to develop a pool of qualified candidates in advance of need.
- Processing of appointments and other documents; and evaluate, review and check reports required by the Civil Service Commission.
- Assist in the human resource recruitment, selection and placement.
- Build networks to find qualified passive candidates, i.e. post openings in online venues, newspaper classifieds, with professional organizations, and in other position appropriate venues.
- Monitors preparation and issuance of deployment of personnel under Contract of Service and Job orders.
- Prepares communications to applicants, employees with written intent to retire or resign, and regret letters to applicants who did not pass in the pre-screening.
- Assist the division manager in the accomplishment of the Division's work plan by recommending work distribution and scheduling of programs for the section.
- Staying current on the agency's organization structure, Plantilla of Personnel and office policies.

NAME OF CANDIDATE		PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
1	BOBILES, JESSICA EMILLE M.	None	AB Psychology	1 year & 4 months	32 hours	RA 1080 - Psychometrician	N/A	

NAME OF CANDIDATE		PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
2	REGMALOS, CHERRY GRACE R.	Internal Control Officer A	BS Accountancy	1 year & 3 months	72 hours	LET	Jan-Jun 2017 - 4.52 (VS) Jul-Dec 2017 - 4.78 (VS)	In-house-applicant
3	TADURAN, CRISTINA S.	Industrial Relations Management Officer C	BS Accountancy	2 years & 10 months	192 hours	CS Pro.	Jan-Jun 2017 - 4.68(VS) Jul-Dec 2017 - 4.77 (VS)	Designated as OIC Head of Manpower Planning, Recruitment, Training & Development Section

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RICARDO B. FELIX III
Division Manager A

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PERIOD: 5/23 - 6/1/18

SIGNATURE: _____

DATE: _____



Republic of the Philippines
METROPOLITAN NAGA WATER DISTRICT
40 J. Miranda Avenue, Naga City

ADMINISTRATIVE SERVICES DEPARTMENT
HUMAN RESOURCE DIVISION

MANPOWER PLANNING, RECRUITMENT, TRAINING & DEVELOPMENT SECTION

APPROVED FOR POSTING
PERIOD: 5/23 - 6/1/18
SIGNATURE: [Signature]
DATE: 5/22/18

PUBLICATION:
MARCH 09 TO
MARCH 19, 2018

SELECTION LINE - UP

POSITION : Industrial Relations Management Officer A

Division/Section : Human Resource Division (Personnel Welfare)

No. of Vacancy/s : 1

Salary Grade : 15

Monthly Salary : Php 29,010.00

Item Number(s) : 216

MINIMUM QUALIFICATION STANDARDS:

Education : Bachelor's degree

Experience : 1 year of relevant experience

Training : 4 hours of relevant training

Eligibility : Career Service (Professional) Second Level Eligibility

ADDITIONAL QUALIFICATIONS PREFERRED:

None

JOB DUTIES AND RESPONSIBILITIES:

- Ensure correctness as to services rendered of MNWD officers and staff, Contract of Service Workers and Job Order.
- Ensures prompt processing of application for leave of absence, compensatory time-off and monetization of accrued leave credits.
- Coordinate and report to concerned division managers the punctuality and attendance of MNWD officers and staff, Contract of Service Workers and Job Order to ensure accomplishment of deliverables in accordance with targets and standards.
- Coordinate with other divisions/departments for the prompt submission of updated Personal Data Sheet (PDS), Statement of Assets, Liabilities and Networth (SALN), update on tax exemptions and other employee information as required by other government agencies.
- Assist the division manager in the accomplishment of the Division's work plan by recommending work distribution and scheduling of programs for the section.
- Responsible for the agency's proper compliance with ARTA and supervision of PACD.
- Staying current on Performance-Based Bonus requirements, employee service records, salary adjustments/increment and CSC and DBM circulars.
- Responsible for issuance of updated Employee IDs and maintenance of HRIS.
- Coordinate with concerned employees' submission of certificates of appearance, attendance and trainings while on official business.

NAME OF CANDIDATE	PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
1 NIEVES, STEPHEN P. JR.	Industrial Relations Management Officer C	BS in Electronics & Communications Engineering	14 years & 4 months	92 hours	CS Pro.	Jan-Jun 2017 - 4.50 (VS) Jul-Dec 2017 - 4.20 (VS)	In-house-applicant

Certified Correct :

RICARDO B. FELIX III
Division Manager A



Republic of the Philippines
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40 J. Miranda Avenue, Naga City

ADMINISTRATIVE SERVICES DEPARTMENT
HUMAN RESOURCE DIVISION

MANPOWER PLANNING, RECRUITMENT, TRAINING & DEVELOPMENT SECTION

APPROVE FOR POSTING	
PERIOD:	5/23 - 6/1/18
SIGNATURE:	
DATE:	5/22/18

PUBLICATION: MARCH 09
TO MARCH 19, 2018

SELECTION LINE - UP

POSITION : **Supervising Utilities/Customer Service Officer**

ADDITIONAL QUALIFICATIONS PREFERRED:

None

Division/Section : Customer Accounts Divisions (Meter Reading Section)

No. of Vacancy/s : 1

Salary Grade : 20

Monthly Salary : Php 47,037.00

Item Number(s) : 224

MINIMUM QUALIFICATION STANDARDS:

Education : Bachelor's degree

Experience : 3 years of relevant experience

Training : 16 hours of relevant training

Eligibility : Career Service (Professional) Second Level Eligibility

JOB DUTIES AND RESPONSIBILITIES:

- Supervises meter reading and other related activities
- Monitors performance of Meter Reading Section's personnel
- Attends to various customers concerns
- Reviews & Checks various reports
- Submits Individual Performance Commitment & Review (IPCR)

NAME OF CANDIDATE		PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
1	BABIERA, ROMEO R.	Customer Service Officer A	BS in Agriculture	3 yrs & 3 mos.	40 hours	CS Pro.	Jan-Jun 2017 - 4.25 (VS) Jul-Dec 2017 - 4.07 (VS)	Designated as OIC Head of Meter Reading Section

Certified Correct :

RICARDO B. FELIX III
Division Manager A



Republic of the Philippines
METROPOLITAN NAGA WATER DISTRICT
40 J. Miranda Avenue, Naga City

ADMINISTRATIVE SERVICES DEPARTMENT
HUMAN RESOURCE DIVISION
MANPOWER PLANNING, RECRUITMENT, TRAINING & DEVELOPMENT SECTION

APPROVAL FOR POSTING
PERIOD: 5/23 - 6/1/18
SIGNATURE:
DATE: 5/22/18

PUBLICATION:
MARCH 09 TO
MARCH 19, 2018

SELECTION LINE - UP

POSITION : **Utilities/Customer Service Assistant B**

Division/Section : Customer Accounts Divisions (Meter Reading Section)

No. of Vacancy/s : 1

Salary Grade : 10

Monthly Salary : Php 18,718.00

Item Number(s) : 64

MINIMUM QUALIFICATION STANDARDS:

Education : Completion of two years studies in college

Experience : 2 years of relevant experience

Training : 8 hours of relevant training

Eligibility : Career Service (Sub-Professional) First Level Eligibility

ADDITIONAL QUALIFICATIONS PREFERRED:

None

JOB DUTIES AND RESPONSIBILITIES:

- Conducts daily meter reading and serving of bills
- Reports observations in the field requiring office's prompt action
- Submits Daily Accomplishment Report (DAR)
- Submits Individual Performance Commitment & Review (IPCR)

NAME OF CANDIDATE		PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
1	MANA, NILO M. JR.	Utilities /Customer Service Assistant D	BS in Mechanical Engineer	12 years	40 hours	RA 1080 - Master Plumber	Jan-Jun 2017 - 4.86(VS) Jul-Dec 2017 - 4.90(VS)	In-house-Applicant
2	VIÑAS, LEAN ERIC B.	Utilities /Customer Service Assistant C	BSBA Marketing Management	5 years & 2 months	16 hours	CS Pro.	Jan-Jun 2017 - 4.90(VS) Jul-Dec 2017 - 4.90(VS)	In-house-Applicant

Certified Correct :

RICARDO B. FELIX III
Division Manager A



Republic of the Philippines
METROPOLITAN NAGA WATER DISTRICT
40 J. Miranda Avenue, Naga City

ADMINISTRATIVE SERVICES DEPARTMENT
HUMAN RESOURCE DIVISION
MANPOWER PLANNING, RECRUITMENT, TRAINING & DEVELOPMENT SECTION

ADVERTISEMENT FOR POSTING
PERIOD: 5/23-6/1/18
SIGNATURE: [Signature]
DATE: 5/22/18

PUBLICATION: MARCH 09
TO MARCH 19, 2018

SELECTION LINE - UP

POSITION : **Supervising Utilities/Customer Service Officer**

ADDITIONAL QUALIFICATIONS PREFERRED:

None

Division/Section : Customer Services Division (Servicing Section)
No. of Vacancy/s : 1
Salary Grade : 20
Monthly Salary : Php 47,037.00
Item Number(s) : 169

JOB DUTIES AND RESPONSIBILITIES:

- Supervises frontline customer services
- Attends to Customer's concerns
- Coordinates with concerned Divisions to facilitate actions on various customer's concerns
- Monitors performance of Customer Service Section personnel
- Reviews and checks various reports
- Submits Individual Performance Commitment & Review (IPCR)

MINIMUM QUALIFICATION STANDARDS:

Education : Bachelor's degree
Experience : 3 years of relevant experience
Training : 16 hours of relevant training
Eligibility : Career Service (Professional) Second Level Eligibility

NAME OF CANDIDATE		PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
1	ARDEVELA, MARILYN A.	Utilities/Customer Service Officer B	MA in Public Administration - 36 units	9 yrs & 5 mos.	56 hours	CS Pro.	Jan-Jun 2017 - 4.82 (VS) Jul-Dec 2017 - 4.90 (VS)	Designated as OIC Head of Servicing Section

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Division Manager A



Republic of the Philippines
METROPOLITAN NAGA WATER DISTRICT
40 J. Miranda Avenue, Naga City

ADMINISTRATIVE SERVICES DEPARTMENT
HUMAN RESOURCE DIVISION
MANPOWER PLANNING, RECRUITMENT, TRAINING & DEVELOPMENT SECTION

APPROVE FOR POSTING
PERIOD: 5/23-6/1/18
SIGNATURE: [Signature]
DATE: 5/24/18

PUBLICATION: MARCH 09 TO
MARCH 19, 2018

SELECTION LINE - UP

POSITION : Division Manager A

ADDITIONAL QUALIFICATIONS PREFERRED:

None

Division/Section : Customer Accounts Divisions

No. of Vacancy/s : 1

Salary Grade : 24

Monthly Salary : Php 73,299.00

Item Number(s) : 220

MINIMUM QUALIFICATION STANDARDS:

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

Experience : 4 years supervisory/ management experience
40 hours supervisory/management learning and development

Training : intervention undertaken within the last 5 years

Eligibility : Career Service (Professional) Second Level Eligibility

JOB DUTIES AND RESPONSIBILITIES:

- Manages the general operations of the Division
- Approves Division's Daily and Monthly Reports, and other related reports
- Facilitates submission of the ff.
 1. Division's Annual Budget
 2. DPCR

NAME OF CANDIDATE		PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
1	PEÑA, SHIRLEY B	Supervising Utilities Customer Service Officer	Master in Management-Non-thesis	7 yrs & 2 mos.	80 hours	CS Pro.	Jan-Jun 2017 - 4.78(VS) Jul-Dec 2017 - 4.82 (VS)	Designated as OIC of Customer Accounts & Services Division

Certified Correct :

RICARDO B. FELIX III
Division Manager A

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Republic of the Philippines
METROPOLITAN NAGA WATER DISTRICT
40 J. Miranda Avenue, Naga City

ADMINISTRATIVE SERVICES DEPARTMENT
HUMAN RESOURCE DIVISION

MANPOWER PLANNING, RECRUITMENT, TRAINING & DEVELOPMENT SECTION

APPROVAL FOR POSTING
PL NO. 5/23-6/1/18
SIGNATURE: [Signature]
DATE: 5/22/18

PUBLICATION: MARCH 09 TO
MARCH 19, 2018

SELECTION LINE - UP

POSITION : Utilities/Customer Service
Assistant B

ADDITIONAL QUALIFICATIONS PREFERRED:

None

Division/Section : Customer Accounts Divisions (Investigation Section)

No. of Vacancy/s : 1

Salary Grade : 10

Monthly Salary : Php 18,718.00

Item Number(s) : 173

MINIMUM QUALIFICATION STANDARDS:

Education : Completion of two years studies in college
Experience : 2 years of relevant experience
Training : 8 hours of relevant training
Eligibility : Career Service (Sub-Professional) First Level

JOB DUTIES AND RESPONSIBILITIES:

- Conducts ocular inspection on various customer related concerns
- Conducts investigation of reported illegal connections
- Conducts inspections of inactive service connections & submits appropriate actions/recommendations
- Serves official communication and demand letters
- Submits Daily Accomplishment Report (DAR)
- Submits Individual Performance Commitment & Review (IPCR)

NAME OF CANDIDATE	PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
NO QUALIFIED APPLICANT							

Certified Correct :

RICARDO B. FELIX III
Division Manager A

[Signature]

[Signature]



Republic of the Philippines
METROPOLITAN NAGA WATER DISTRICT
40 J. Miranda Avenue, Naga City

ADMINISTRATIVE SERVICES DEPARTMENT
HUMAN RESOURCE DIVISION

MANPOWER PLANNING, RECRUITMENT, TRAINING & DEVELOPMENT SECTION

APPROVED FOR POSTING	
PERIOD:	5/23 - 6/1/18
SIGNATURE:	
DATE:	5/22/18

PUBLICATION: MARCH 09 TO
MARCH 19, 2018

SELECTION LINE - UP

POSITION : Supervising Utilities/Customer Service Officer

ADDITIONAL QUALIFICATIONS PREFERRED:

None

Division/Section : Customer Accounts Divisions (Investigation Section)

No. of Vacancy/s : 1

Salary Grade : 20

Monthly Salary : Php 47,037.00

Item Number(s) : 170

MINIMUM QUALIFICATION STANDARDS:

Education : Bachelor's degree

Experience : 3 years of relevant experience

Training : 16 hours of relevant training

Eligibility : Career Service (Professional) Second Level Eligibility

JOB DUTIES AND RESPONSIBILITIES:

- Supervises activities under the Investigation Section
- Conducts inspection of New Water Service Connection applications
- Checks/Monitors actions on various customer's concerns
- Checks/Monitors serving of Demand Letters & Notices
- Reviews/Checks Daily and Monthly Reports on illegal connections
- Submits Individual Performance Commitment & Review (IPCR)

NAME OF CANDIDATE		PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
1	MORALES, ALEX DS	Utilities/Customer Service Officer A	BS in Civil Engineering	18 yrs & 6 mos.	56 hours	CS Pro.	Jan-Jun 2017 - 4.44(VS) Jul-Dec 2017 - 4.93 (VS)	Designated as OIC Head of Investigation Section

Certified Correct :

RICARDO B. FELIX III
Division Manager A



Republic of the Philippines
METROPOLITAN NAGA WATER DISTRICT
40 J. Miranda Avenue, Naga City

ADMINISTRATIVE SERVICES DEPARTMENT
HUMAN RESOURCE DIVISION

MANPOWER PLANNING, RECRUITMENT, TRAINING & DEVELOPMENT SECTION

APPROVAL FOR POSTING
5/23 - 6/1/18
SIGNATURE:
DATE: 5/22/18

PUBLICATION: MARCH 09
TO MARCH 19, 2018

SELECTION LINE - UP

POSITION : Utilities/Customer Service Assistant A

Division/Section : Water Production & Electro-Mechanical Division (Water Production

No. of Vacancy/s : 1

Salary Grade : 12

Monthly Salary : Php 22,149.00

Item Number(s) : 97

MINIMUM QUALIFICATION STANDARDS:

Education : Completion of two years studies in college

Experience : 2 years of relevant experience

Training : 8 hours of relevant training

Eligibility : Career Service (Sub-Professional) First Level Eligibility

ADDITIONAL QUALIFICATIONS PREFERRED:

None

JOB DUTIES AND RESPONSIBILITIES:

- Conducts daily operation of deep well pumps observing standard operating procedures and safety measures
- Conducts Water Disinfection/Chlorination
- Conducts Generator Set warm-up and operation
- Prepares and submits monthly reports of the abovementioned activities
- Reports immediately to supervisors any incident observed that may hinder the operation
- Maintains cleanliness in the pumping station and its surroundings
- Assists maintenance activities conducted within the pumping station vicinity

NAME OF CANDIDATE		PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
1	OLIVA, MARK ANTHONY B.	CSW - Water Resources Facilities Operator C	AB in Political Science	6 years	24	LET / CS Sub-pro	N/A	In-house-applicant

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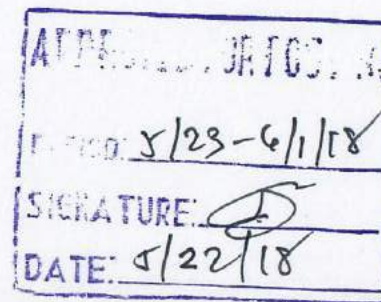
RICARDO B. FELIX III
Division Manager A



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40 J. Miranda Avenue, Naga City

ADMINISTRATIVE SERVICES DEPARTMENT
HUMAN RESOURCE DIVISION

MANPOWER PLANNING, RECRUITMENT, TRAINING & DEVELOPMENT SECTION



PUBLICATION: MARCH 09
TO MARCH 19, 2018

SELECTION LINE - UP

POSITION : **Laboratory Aide A**

Division/Section : Water Quality Division (Laboratory Testing & Analysis Section)

No. of Vacancy/s : 1

Salary Grade : 4

Monthly Salary : Php 12,674.00

Item Number(s) : 228

MINIMUM QUALIFICATION STANDARDS:

Education : Elementary School Graduate

Experience : None required

Training : None required

Eligibility : None required

ADDITIONAL QUALIFICATIONS PREFERRED:

None

JOB DUTIES AND RESPONSIBILITIES:

- Receive and process request for water analysis
- Receive and record water sample for laboratory test
- Maintain accurate record and inventory of all laboratory equipment supplies and fixtures, reagents and chemicals.
- Assists in collection of water samples and monitoring activities
- Maintain cleanliness and orderliness of the laboratory
- Wash/disinfect laboratory glasswares and equipment
- Conduct and submit inventory of waste materials
- Encode/print reports for physical, chemical and bacteriological results, laboratory inventory

NAME OF CANDIDATE	PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
1 ARTUZ, GLENNEN G.	CSW - Plumber C	College Undergraduate	None Required	None Required	None Required	N/A	In-house-applicant
2 ATANACIO, DENNIS B.	None	BS in Computer Science	None Required	None Required	None Required	N/A	
3 GARCIA, JOSELITO A.	CSW - Clerk Processor	College Undergrad	None Required	None Required	None Required	N/A	In-house-applicant
4 IÑIGO, MARY JOY	CSW -Laboratory Aide B	BS in Information Technology	None Required	None Required	None Required	N/A	In-house-applicant
5 DE VILLA, CAMILLE ANNE B.	None	BSBA Management	None Required	None Required	None Required	N/A	

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RICARDO B. FELIX III
Division Manager A



Republic of the Philippines
METROPOLITAN NAGA WATER DISTRICT
40 J. Miranda Avenue, Naga City

ADMINISTRATIVE SERVICES DEPARTMENT
HUMAN RESOURCE DIVISION

MANPOWER PLANNING, RECRUITMENT, TRAINING & DEVELOPMENT SECTION

APPROVED FOR POSTING	
NO.:	5/23-6/1/18
SIGNATURE:	
DATE:	5/22/18

PUBLICATION: MARCH 09 TO
MARCH 19, 2018

SELECTION LINE - UP

POSITION : **Utilities/Customer Service Assistant B**

Division/Section : Water Quality Division (Water Quality Assurance Section)
No. of Vacancy/s : 1
Salary Grade : 10
Monthly Salary : Php 18,718.00
Item Number(s) : 227

MINIMUM QUALIFICATION STANDARDS:

Education : Completion of two years studies in college
Experience : 2 years of relevant experience
Training : 8 hours of relevant training
Eligibility : Career Service (Sub-Professional) First Level Eligibility

ADDITIONAL QUALIFICATIONS PREFERRED:

None

JOB DUTIES AND RESPONSIBILITIES:

- Collects water samples for Bacteriological (Fecal Coliform Test (FCT)
- Heterotrophic Plate Count (HPC) and Physical-Chemical Analysis
- Monitors Chlorine Residual
- Prepares and submits monthly reports of the abovementioned activities

NAME OF CANDIDATE		PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
1	ALIMUIN, LEONARD VINCENT B.	Laboratory Technician C	Computer Hardware Servicing	7 yrs & 8 mos.	40 hours	Brgy. Official Eligibility	Jan-Jun 2017 - 4.65 VS) Jul-Dec 2017 - 4.79 (VS)	In-house-applicant

Certified Correct :

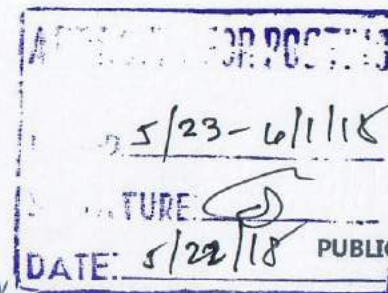
RICARDO B. FELIX III
Division Manager A



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METROPOLITAN NAGA WATER DISTRICT
40 J. Miranda Avenue, Naga City

ADMINISTRATIVE SERVICES DEPARTMENT
HUMAN RESOURCE DIVISION

MANPOWER PLANNING, RECRUITMENT, TRAINING & DEVELOPMENT SECTION



PUBLICATION: MARCH 09 TO
MARCH 19, 2018

SELECTION LINE - UP

POSITION : Division Manager A

Division/Section : Water Quality Division
No. of Vacancy/s : 1
Salary Grade : 24
Monthly Salary : Php 73,299.00
Item Number(s) : 222

MINIMUM QUALIFICATION STANDARDS:

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

ADDITIONAL QUALIFICATIONS PREFERRED:

None

JOB DUTIES AND RESPONSIBILITIES:

- Supervises Water Quality Assurance Section
- Identifies and establishes sampling points and frequency of chlorine residual monitoring per PDD report of newly installed pipelines of coverage area
- Classifies/monitors/reports Chlorine Residual in the MNWD Distribution Lines
- Facilitates submission of Monthly Bacteriological Reports to Naga City Health Office (NCHO)

NAME OF CANDIDATE	PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
NO QUALIFIED APPLICANT							

Certified Correct :

RICARDO B. FELIX III
Division Manager A



Republic of the Philippines
METROPOLITAN NAGA WATER DISTRICT
40 J. Miranda Avenue, Naga City

ADMINISTRATIVE SERVICES DEPARTMENT
HUMAN RESOURCE DIVISION
MANPOWER PLANNING, RECRUITMENT, TRAINING & DEVELOPMENT SECTION

APPROVAL FOR POST
PERIOD: 5/23 - 6/1/18
SIGNATURE: [Signature]
DATE: 5/22/18

PUBLICATION: MARCH 09
TO MARCH 19, 2018

SELECTION LINE - UP

POSITION : Utilities/Customer Service Assistant A

ADDITIONAL QUALIFICATIONS PREFERRED:

None

Division/Section : Water Production & Electro-Mechanical Division (Water Production Section)

No. of Vacancy/s : 1

Salary Grade : 12

Monthly Salary : Php 22,149.00

Item Number(s) : 104

MINIMUM QUALIFICATION STANDARDS:

Education : Completion of two years studies in college

Experience : 2 years of relevant experience

Training : 8 hours of relevant training

Eligibility : Career Service (Sub-Professional) First Level Eligibility

JOB DUTIES AND RESPONSIBILITIES:

- Conducts daily operation of deep well pumps observing standard operating procedures and safety measures
- Conducts Water Disinfection/Chlorination
- Conducts Generator Set warm-up and operation
- Prepares and submits monthly reports of the abovementioned activities
- Reports immediately to supervisors any incident observed that may hinder the operation
- Maintains cleanliness in the pumping station and its surroundings
- Assists maintenance activities conducted within the pumping station vicinity

NAME OF CANDIDATE	PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
1 OLIVA, MARK ANTHONY B.	CSW - Water Resources Facilities Operator C	AB in Political Science	6 years	24 hrs.	LET / CS Sub-pro	N/A	In-house-applicant

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Division Manager A



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METROPOLITAN NAGA WATER DISTRICT
40 J. Miranda Avenue, Naga City

ADMINISTRATIVE SERVICES DEPARTMENT
HUMAN RESOURCE DIVISION
MANPOWER PLANNING, RECRUITMENT, TRAINING & DEVELOPMENT SECTION



PUBLICATION: MARCH 09
O MARCH 19, 2018

SELECTION LINE - UP

POSITION : Utilities/Customer Service Assistant A

Division/Section : Water Production & Electro-Mechanical Division (Water
No. of Vacancy/s : 1
Salary Grade : 12
Monthly Salary : Php 22,149.00
Item Number(s) : 102

MINIMUM QUALIFICATION STANDARDS:

Education : Completion of two years studies in college
Experience : 2 years of relevant experience
Training : 8 hours of relevant training
Eligibility : Career Service (Sub-Professional) First Level Eligibility

ADDITIONAL QUALIFICATIONS PREFERRED:

None

JOB DUTIES AND RESPONSIBILITIES:

- Conducts daily operation of deep well pumps observing standard operating procedures and safety measures
- Conducts Water Disinfection/Chlorination
- Conducts Generator Set warm-up and operation
- Prepares and submits monthly reports of the abovementioned activities
- Reports immediately to supervisors any incident observed that may hinder t
- Maintains cleanliness in the pumping station and its surroundings
- Assists maintenance activities conducted within the pumping station vicinity

NAME OF CANDIDATE		PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
1	OLIVA, MARK ANTHONY B.	CSW - Water Resources Facilities Operator C	AB in Political Science	6 years	24	LET / CS Sub-Pro.	N/A	In-house-applicant

Certified Correct :

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Division Manager A



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METROPOLITAN NAGA WATER DISTRICT
40 J. Miranda Avenue, Naga City

ADMINISTRATIVE SERVICES DEPARTMENT
HUMAN RESOURCE DIVISION

MANPOWER PLANNING, RECRUITMENT, TRAINING & DEVELOPMENT SECTION

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PERIOD:	5/23 - 6/1/18
SIGNATURE:	
DATE:	5/22/18

PUBLICATION: MARCH 09 TO
MARCH 19, 2018

SELECTION LINE - UP

POSITION : Utilities/Customer Service Assistant A

Division/Section : Water Production & Electro-Mechanical Division
No. of Vacancy/s : 1
Salary Grade : 12
Monthly Salary : Php 22,149.00
Item Number(s) : 118

MINIMUM QUALIFICATION STANDARDS:

Education : Completion of two years studies in college
Experience : 2 years of relevant experience
Training : 8 hours of relevant training
Eligibility : Career Service (Sub-Professional) First Level Eligibility

ADDITIONAL QUALIFICATIONS PREFERRED:
None

JOB DUTIES AND RESPONSIBILITIES:

- Conducts daily operation of deep well pumps observing standard operating procedures and safety measures
- Conducts Water Disinfection/Chlorination
- Conducts Generator Set warm-up and operation
- Prepares and submits monthly reports of the abovementioned activities
- Reports immediately to supervisors any incident observed that may hinder the operation
- Maintains cleanliness in the pumping station and its surroundings
- Assists maintenance activities conducted within the pumping station vicinity

NAME OF CANDIDATE		PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
1	CASTOR, MARLON CHRIS M.	CSW	BS in Civil Engineering	4 yrs & 2 months	24 hrs.	CS Pro.	N/A	I-n-house-applicant

Certified Correct :

RICARDO B. FELIX III
Division Manager A



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METROPOLITAN NAGA WATER DISTRICT
40 J. Miranda Avenue, Naga City

ADMINISTRATIVE SERVICES DEPARTMENT
HUMAN RESOURCE DIVISION
MANPOWER PLANNING, RECRUITMENT, TRAINING & DEVELOPMENT SECTION

APPROVED FOR PG. 113
PERIOD: 5/23 - 6/1/18
SIGNATURE:
DATE: 5/22/18

PUBLICATION: MARCH 09 TO
MARCH 19, 2018

SELECTION LINE - UP

POSITION : **Procurement Assistant A**
Administrative/General Services, Materials & Supply
Division/Section : Management Division (Materials & Supply Management Section)
No. of Vacancy/s : 1
Salary Grade : 9
Monthly Salary : Php 17,473.00
Item Number(s) : 214

ADDITIONAL QUALIFICATIONS PREFERRED:
None

JOB DUTIES AND RESPONSIBILITIES:

- Receives incoming communications/documents for Procurement Unit
- Encodes Abstract of Quotations (AQ) of Purchase Request (PR)/Job Request (JR)
- Encodes Price Quotation Request (PQR) and Acknowledgement Receipt (AR) of PR/JR with an
- Approved Budget for the Contract (ABC) of above Php 50,000.00
- Posts PR/JR with an ABC of above Php 50,000.00 at PhilGEPS
- Serves and Monitors Purchase Order (PO) to winning supplier outside Camarines Sur area

MINIMUM QUALIFICATION STANDARDS:

Education : Completion of two years studies in college
Experience : 1 year of relevant experience
Training : 4 hours of relevant training
Eligibility : Career Service (Sub-Professional) First Level Eligibility

NAME OF CANDIDATE		PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
1	FORNOLES, ANALYN C.	Administrative Aide VI - DepEd Nabua	MA in Business Management, MPA major in Public Procurement (9 units)	6 yrs & 8 months	72 hours	CS Pro.	SY 2016-2017 4.65 (VS)	
2	SOLANO, VENUS C	Clerk Processor B	College Undergraduate	2 yrs & 2 months	104 hour	CS Pro.	Jan-Jun 2017 - 4.69 VS Jul-Dec 2017 - 4.81 (VS)	in-house applicant

Certified Correct :

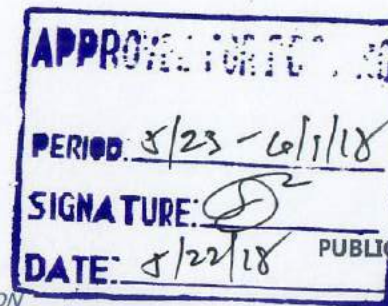
RICARDO B. FELIX III
Division Manager A



Republic of the Philippines
METROPOLITAN NAGA WATER DISTRICT
40 J. Miranda Avenue, Naga City

ADMINISTRATIVE SERVICES DEPARTMENT
HUMAN RESOURCE DIVISION

MANPOWER PLANNING, RECRUITMENT, TRAINING & DEVELOPMENT SECTION



PUBLICATION: MARCH 09 TO MARCH 19, 2018

SELECTION LINE - UP

POSITION : **Senior Property/ Supply Officer**
Division/Section : Administrative/General Services, Materials & Supply Management
Division (Materials & Supply Management Section)

No. of Vacancy/s : 1
Salary Grade : 16
Monthly Salary : Php 31,765.00
Item Number(s) : 23

MINIMUM QUALIFICATION STANDARDS:

Education : Bachelor's degree
Experience : 1 year of relevant experience
Training : 4 hours of relevant training
Eligibility : Career Service (Professional) Second Level Eligibility

ADDITIONAL QUALIFICATIONS PREFERRED:
None

JOB DUTIES AND RESPONSIBILITIES:

- Performs full range of routine and non-routine property/supply management functions in receiving,
- storing, issuing and controlling supplies, tools and equipment in accordance with established inventory management system concepts and procedures
 - Responsible for overages, shortages and security of materials in assigned materials storage locations
 - Prepares and submits periodic reports on the inventory of supplies, tools and equipment to his/her immediate superior

NAME OF CANDIDATE		PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
1	FORNOLES, ANALYN C.	Administrative Aide VI - DepEd Nabua	MA in Business Management, MPA major in Public Procurement (9 units)	8 yrs & 6 months	72 hours	CS Pro.	SY 2016-2017 4.65 (VS)	
2	FRANCIA, ALVIN V.	Office Equipment Technician	BSBA Management	2 yrs & 2 months	16 hours	CS Pro.	Jan-Jun 2017 - 4.26(VS) Jul-Dec 2017 - 4.37 (VS)	In-house applicant
3	REGMALOS, CHERRY GRACE R.	Internal Control Officer A	BS Accountancy	5 years & 6 months	8 hours	LET	Jan-Jun 2017 - 4.52 (VS) Jul-Dec 2017 - 4.78 (VS)	In-house applicant

Certified Correct:

RICARDO B. FELIX III
Division Manager A



Republic of the Philippines
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40 J. Miranda Avenue, Naga City

ADMINISTRATIVE SERVICES DEPARTMENT
HUMAN RESOURCE DIVISION
MANPOWER PLANNING, RECRUITMENT, TRAINING & DEVELOPMENT SECTION

APPROVED FOR POSTING
PERIOD: 5/23 - 6/1/18
SIGNATURE:
DATE: 5/22/18

PUBLICATION: MARCH 09 TO
MARCH 19, 2018

SELECTION LINE - UP

POSITION : Precision Instrument Repair & Maintenance
Services Chief
Division/Section : Administrative/General Services, Materials & Supply Management
Division (Administrative/General Services Section)
No. of Vacancy/s : 1
Salary Grade : 15
Monthly Salary : Php 29,010.00
Item Number(s) : 212

ADDITIONAL QUALIFICATIONS PREFERRED:

None

JOB DUTIES AND RESPONSIBILITIES:

- Supervises meter calibration operation and activities
- Prepares and submits periodic reports to his/her immediate supervisor

MINIMUM QUALIFICATION STANDARDS:

Education : High School Graduate or Completion of relevant
Experience : 3 years of relevant experience
Training : 16 hours of relevant training
Eligibility : Mechanical/Electrical Equipment Operator

NAME OF CANDIDATE		PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
1	ABONAL, ADRIAN VHON WRICK B.	Instrument Technician B	BSBA in Management	6 yrs. & 8 months	200 hours	CS Pro.	Jan-Jun 2017 - 4.04 (VS) Jul-Dec 2017 - 4.39 (VS)	In-house applicant
2	RICAFRENTE, RUEL C	Building Electrician B	2 yr Marine Electrician & Interior Communication Course	3 yrs & 7 months	16 hours, NC II Electrical Installation & Maintenance	None	Jan-Jun 2017 - 4.79(VS) Jul-Dec 2017 - 4.75 (VS)	In-house applicant

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Division Manager A



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40 J. Miranda Avenue, Naga City

ADMINISTRATIVE SERVICES DEPARTMENT
HUMAN RESOURCE DIVISION

MANPOWER PLANNING, RECRUITMENT, TRAINING & DEVELOPMENT SECTION

APPEAL POSTING
PERIOD: 5/23-6/1/18
SIGNATURE: [Signature]
DATE: 5/22/18
PUBLICATION: MARCH 09
TO MARCH 19, 2018

SELECTION LINE - UP

POSITION : **Driver-Mechanic B**
Division/Section : Administrative/General Services, Materials & Supply
Management Division (Administrative/General Services
Section)
No. of Vacancy/s : 1
Salary Grade : 7
Monthly Salary : Php 15,254.00
Item Number(s) : 16

MINIMUM QUALIFICATION STANDARDS:

Education : High School Graduate or Completion of relevant vocational
Trade Course
Experience : None required
Training : None required
Eligibility : Professional Driver's License

ADDITIONAL QUALIFICATIONS PREFERRED:

None

JOB DUTIES AND RESPONSIBILITIES:

- Provides safe, efficient and comfortable transport service to duly authorized MNWD personnel, officers, officials and other duly authorized persons during the entire duration of official travel, as ordered by the Division
- Observes proper procedures in the operation of the vehicle so assigned, at all times, and exert maximum effort in maintaining the good running condition and care of the same vehicle
- Observes all standard operating and maintenance procedures so established at all times, including the accomplishment of all required checklists, requisitions, records and reports and the prompt submission thereof to the responsible officer so assigned
- Assists motor-pool personnel in the expeditious repair of assigned vehicle

NAME OF CANDIDATE		PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
1	BAS, JAMES BRYAN B.	Plumber - CSW	Automotive Servicing NC II Course	None required	None required	Professional Driver's License	N/A	NC II Automotive Servicing
2	BELTRAN, JOSE A. JR.	Utilities Service Assistant E	High School Graduate	None required	None required	Professional Driver's License	Jan-Jun 2017 - 4.79 (VS) Jul-Dec 2017 - 4.90 (VS)	In-house applicant

NAME OF CANDIDATE		PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
3	BRIONES, MELCHOR F.	Utilities Service Assistant E	2 yr. Computer Technician	None required	None required	Professional Driver's License	Jan-Jun 2017 - 4.83 (VS) Jul-Dec 2017 - 4.90 (VS)	In-house applicant
4	CASIMIRO, RICARDO R.	Driver - CSW	High School Graduate	None required	None required	Professional Driver's License	N/A	CSC ELIGIBILITY: Heavy Equipment Operator
5	CORTEZ, RONNIE P.	Driver - CSW	College Undergraduate	None required	None required	Professional Driver's License	N/A	In-house applicant
6	SAN LUIS, NESTOR G.	Utilities Service Assistant E	High School Graduate	None required	None required	Professional Driver's License	Jan-Jun 2017 - 4.69 (VS) Jul-Dec 2017 - 4.90 (VS)	In-house applicant
7	SAN PASCUAL, ANGELO S.	Driver - CSW	High School Graduate	None required	None required	Professional Driver's License	N/A	In-house applicant
8	TARROBAGO, PRIMO R.	Auto Mechanic - JY Brothers	3 yr. Diploma in Industrial Technology Major in Electrical Technology	None required	None required	Professional Driver's License	N/A	
9	TUAZON, REYNALDO R.	Driver - CSW	3 yr Automotive Technology-Undergrad	None required	None required	Professional Driver's License	N/A	NC II Driving

Certified Correct :

RICARDO B. FELIX III
Division Manager A

APPROVED FOR POSTING

PERIOD: 5/23-6/1/18

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METROPOLITAN NAGA WATER DISTRICT
40 J. Miranda Avenue, Naga City

ADMINISTRATIVE SERVICES DEPARTMENT
HUMAN RESOURCE DIVISION

MANPOWER PLANNING, RECRUITMENT, TRAINING & DEVELOPMENT SECTION



PUBLICATION: MARCH
09 TO MARCH 19, 2018

SELECTION LINE - UP

POSITION : **Instrument Technician B**

ADDITIONAL QUALIFICATIONS PREFERRED:

None

Division/Section : Management Division (Administrative/General Services Section)

No. of Vacancy/s : 1

Salary Grade : 6

Monthly Salary : Php 14,340.00

Item Number(s) : 213

MINIMUM QUALIFICATION STANDARDS:

Education : High School Graduate or Completion of relevant vocational Trade Course

Experience : None required

Training : None required

Eligibility : Equipment Technician

JOB DUTIES AND RESPONSIBILITIES:

- Conducts shop & Field Water Meter Testing
- Repairs Water Meter/Flow Meter
- Conducts Non-Revenue Activities:
 - a. Calibration of Flow Meters
 - b. Volumetric Test
 - c. Flow Meter Cleaning
- Prepares/Submits periodic reports to his/her immediate supervisor

NAME OF CANDIDATE	PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
1 ARTUZ, GLENNEN G.	CSW - Plumber C	College Undergraduate	None Required	None Required	None	N/A	In-house-applicant
2 ATANACIO, DENNIS B	None	BS in Computer Science	None Required	None Required	None	N/A	
3 BALISTAMON, RONEL B.	CSW - Clerk Processor D	Computer Hardware Servicing	None Required	None Required	None	N/A	Computer Hardware Servicing NC II
4 CAPE, FRANCISCO C.	CSW -Plumber C	High School Graduate	None Required	None Required	Bgy. Official Eligibility	N/A	In-house-applicant

NAME OF CANDIDATE		PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
5	MONIT, DOMINGO JR. F.	CSW -Plumber C	BSBA - Banking & Finance	None Required	None Required	None	N/A	In-house-applicant
6	ROSALES, ROQUE M.	CSW -Plumber C	BS in Industrial Technology Major in Automotive Technology	None Required	None Required	None	N/A	In-house-applicant
7	VALDEZ, JOEL R.	CSW -Plumber C	2-yr. Diploma Undergraduate	None Required	None Required	None	N/A	In-house-applicant

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RICARDO B. FELIX III
Division Manager A

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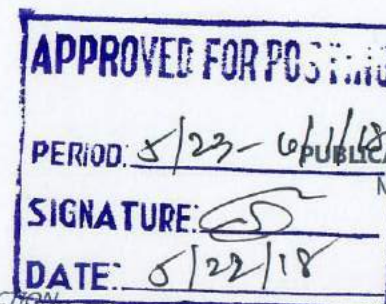
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Republic of the Philippines
METROPOLITAN NAGA WATER DISTRICT
40 J. Miranda Avenue, Naga City

ADMINISTRATIVE SERVICES DEPARTMENT
HUMAN RESOURCE DIVISION

MANPOWER PLANNING, RECRUITMENT, TRAINING & DEVELOPMENT SECTION



SELECTION LINE - UP

POSITION : Utilities /Customer Service Assistant C

ADDITIONAL QUALIFICATIONS PREFERRED:

None

Division/Section : Administrative/General Services, Materials & Supply
Management Division (Administrative/General Services Section)

No. of Vacancy/s : 1
Salary Grade : 8
Monthly Salary : Php 16,282.00
Item Number(s) : 14

JOB DUTIES AND RESPONSIBILITIES:

- Receives incoming communications/documents for Property Unit
- Facilitates outgoing communications/documents for Property Unit
- Prepares Purchase Request (PR) and Job Request (JR)
- Prepares Job Orders (JO)
- Prepares Property Accountability Report (PAR)

MINIMUM QUALIFICATION STANDARDS:

Education : Completion of two years studies in college
Experience : 1 year of relevant experience
Training : 4 hours of relevant training
Eligibility : Career Service (SubProfessional) First Level Eligibility

NAME OF CANDIDATE		PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
1	VELASCO, FATIMA TRISHA P.	Administration Services Aide - CSW	BS in Nutrition & Dietetics	3 yrs. & 8 months	8 hrs	LET	N/A	In-house-applicant

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RICARDO B. FELIX III
Division Manager A



Republic of the Philippines
METROPOLITAN NAGA WATER DISTRICT
40 J. Miranda Avenue, Naga City

ADMINISTRATIVE SERVICES DEPARTMENT
HUMAN RESOURCE DIVISION

MANPOWER PLANNING, RECRUITMENT, TRAINING & DEVELOPMENT SECTION

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PUBLICATION: MARCH 09
TO MARCH 19, 2018

SELECTION LINE - UP

POSITION : **Driver-Mechanic B**

ADDITIONAL QUALIFICATIONS PREFERRED:

None

Division/Section : Administrative/General Services, Materials & Supply
Management Division (Administrative/General Services Section)

No. of Vacancy/s : 1
Salary Grade : 7
Monthly Salary : Php 15,254.00

Item Number(s) : 17

MINIMUM QUALIFICATION STANDARDS:

Education : High School Graduate or Completion of relevant vocational
Trade Course
Experience : None required
Training : None required
Eligibility : Professional Driver's License

JOB DUTIES AND RESPONSIBILITIES:

Provides safe, efficient and comfortable transport service to duly authorized MNWD personnel,
• officers, officials and other duly authorized persons during the entire duration of official travel, as
ordered by the Division

• Observes proper procedures in the operation of the vehicle so assigned, at all times, and exert
maximum effort in maintaining the good running condition and care of the same vehicle

• Observes all standard operating and maintenance procedures so established at all times, including
the accomplishment of all required checklists, requisitions, records and reports and the prompt
submission thereof to the responsible officer so assigned

• Assists motor-pool personnel in the expeditious repair of assigned vehicle

NAME OF CANDIDATE		PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
1	BAS, JAMES BRYAN B.	Plumber - CSW	Automotive Servicing NC II Course	None required	None required	Professional Driver's License	N/A	NC II Automotive Servicing
2	BRIONES, MELCHOR F.	Utilities Service Assistant E	2 yr. Computer Technician	None required	None required	Professional Driver's License	Jan-Jun 2017 - 4.83 (VS) Jul-Dec 2017 - 4.90 (VS)	
3	CASIMIRO, RICARDO R.	Driver - CSW	High School Graduate	None required	None required	Professional Driver's License	N/A	CSC ELIGIBILITY: Heavy Equipment Operator

NAME OF CANDIDATE		PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
4	CORTEZ, RONNIE P.	Driver - CSW	College Undergraduate	None required	None required	Professional Driver's License	N/A	
5	DOBLON, EDGAR A.	Driver - CSW	BS in Customs Administration	None required	None required	Professional Driver's License	N/A	
6	SAN LUIS, NESTOR G.	Utilities Service Assistant E	High School Graduate	None required	None required	Professional Driver's License	Jan-Jun 2017 - 4.69 (VS) Jul-Dec 2017 - 4.90 (VS)	
7	SAN PASCUAL, ANGELO S.	Driver - CSW	High School Graduate	None required	None required	Professional Driver's License	N/A	
8	TAROBAGO, PRIMO R.	Auto Mechanic - JY Brothers	3 yr. Diploma in Industrial Technology Major in Electrical Technology	None required	None required	Professional Driver's License	N/A	

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RICARDO B. FELIX III
Division Manager A





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40 J. Miranda Avenue, Naga City

ADMINISTRATIVE SERVICES DEPARTMENT
HUMAN RESOURCE DIVISION

MANPOWER PLANNING, RECRUITMENT, TRAINING & DEVELOPMENT SECTION

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DATE:	5/22/18

PUBLICATION: MARCH 09 TO
MARCH 19, 2018

SELECTION LINE - UP

POSITION : Utilities /Customer Service Assistant C

Division/Section : Administrative/General Services, Materials & Supply Management
Division (Administrative/General Services Section)

No. of Vacancy/s : 1

Salary Grade : 8

Monthly Salary : Php 16,282.00

Item Number(s) : 13

MINIMUM QUALIFICATION STANDARDS:

Education : Completion of two years studies in college

Experience : 1 year of relevant experience

Training : 4 hours of relevant training

Eligibility : Career Service (SubProfessional) First Level Eligibility

ADDITIONAL QUALIFICATIONS PREFERRED:

None

JOB DUTIES AND RESPONSIBILITIES:

- Encodes Price Quotation Request (PQR) and Acknowledgement Receipt (AR) of Purchase Request (PR)/Job Request (JR) with an Approved Budget for the Contract (ABC) of below Php 50,000.00
- Facilitates outgoing communications/documents for Procurement Unit
- Canvass PQR of PR/JR to prospective suppliers
- Encodes Purchase Order (PO) for winning supplier

NAME OF CANDIDATE		PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
1	FRANCIA, ALVIN V.	Office Equipment Technician	BSBA Management	5 yrs & 9 months	32 hours	CS Pro.	Jan-Jun 2017 - 4.26(VS) Jul-Dec 2017 - 4.37 (VS)	In-house-applicant
2	VELASCO, FATIMA TRISHA P.	Administration Services Aide - CSW	BS in Nutrition & Dietetics	3 yrs. & 8 months	8 hrs	LET	N/A	In-house-applicant

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40 J. Miranda Avenue, Naga City

ADMINISTRATIVE SERVICES DEPARTMENT
HUMAN RESOURCE DIVISION
MANPOWER PLANNING, RECRUITMENT, TRAINING & DEVELOPMENT SECTION



PUBLICATION: MARCH
09 TO MARCH 19, 2018

SELECTION LINE - UP

POSITION : **Water/Sewerage Maintenance Head**

Division/Section : Water Distribution & Restoration Division (Water Distribution Section)

No. of Vacancy/s : 1

Salary Grade : 16

Monthly Salary : Php 31,765.00

Item Number(s) : 127

MINIMUM QUALIFICATION STANDARDS:

Education : High School Graduate or Completion of relevant vocational Trade Course

Experience : 4 yrs of relevant experience

Training : 24 hours of relevant training

Eligibility : None required

ADDITIONAL QUALIFICATIONS PREFERRED:

None

JOB DUTIES AND RESPONSIBILITIES:

- Prepares trip tickets and fuel requisitions.
- Prepares schedule of activities of concerned Plumbers.
- Prepares requisition of materials.
 - Inspects/ assists in the Distribution Section activities such as but not limited to the following: New tapping, Sub-connection, Re-tapping, Close service connection at the tapping point, Re-painting of bridge-crossing pipelines, barricades fabrications and painting installations.
- Receives AIO's and assigns tasks to Plumbers.
- Supervises maintenance activities and gives instructions as to work safety measures, good workmanship and Water District's standard maintenance practices and procedures.
- Ensures the presence of adequate safety provisions in any work areas in order to avoid any hazards or inconvenience to the public.
- Keeps accurate records as to time and materials used and all other necessary data relative to the maintenance works.
- Prepares/ submits Monthly Accomplishment Report (MAR) and Individual Performance Commitment Review (IPCR).


NAME OF CANDIDATE		PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
1	CABALLERO, EDGAR B.	Environmental Permits Consultant -Bicol Biomass Energy Corp.	BS in Agriculture Major in Agricultural Engineering, Master of Science in Resource Mgt. Major in Environmental Mgt. (34 units)	8 yrs & 11 months	128 hrs.	None required	N/A	RA 1080 - Agricultural Engineer, CS Sub-Pro.

NAME OF CANDIDATE		PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
2	SANDRINO, SEBASTIAN D.	Utilities /Customer Service Assistant A	BS in Civil Engineering	18 yrs & 2 months	24 hours	None required	Jan-Jun 2017 - 4.78 (VS) Jul-Dec 2017 4.25 (VS)	In-house-applicant

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40 J. Miranda Avenue, Naga City

ADMINISTRATIVE SERVICES DEPARTMENT
HUMAN RESOURCE DIVISION

MANPOWER PLANNING, RECRUITMENT, TRAINING & DEVELOPMENT SECTION

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DATE: 5/22/18	PUBLICATION: MARCH 09 TO MARCH 19, 2018

SELECTION LINE - UP

POSITION : Water/Sewerage Maintenance Foreman

Division/Section : Water Distribution & Restoration Division (Restoration Section)

No. of Vacancy/s : 1

Salary Grade : 14

Monthly Salary : Php 26,494.00

Item Number(s) : 134

MINIMUM QUALIFICATION STANDARDS:

Education : High School Graduate or Completion of relevant vocational Trade Course

Experience : 3 yrs of relevant experience

Training : 16 hours of relevant training

Eligibility : None required

ADDITIONAL QUALIFICATIONS PREFERRED:

None

JOB DUTIES AND RESPONSIBILITIES:

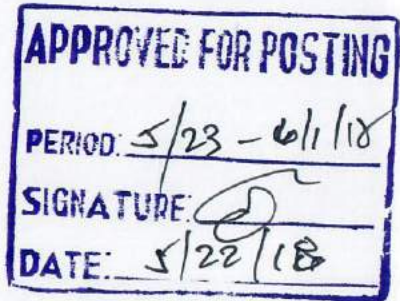
- Delivers and pick-ups road signs, wood covers, steel covers and steel plates to work site for different excavation activities.
- Conducts backfilling and clearing of debris materials from cutting and breaking and excavation.
- Ensures necessary health and safety precautionary measures for personnel implementing the assigned tasks and the presence of adequate safety measures in work areas are being strictly observed.
- Prepares and submits Monthly Accomplishment Report (MAR) and Individual Performance Commitment Review (IPCR).

NAME OF CANDIDATE	PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
1 IGNACIO, JOHN CAESAR M.	CSW - Plumber	High School Graduate	7 yrs.	NC II Plumbing	None required	N/A	In-house-applicant
2 GARCERA, OSCAR P.	CSW - Plumber	2-yr Marine Electronics Technician	24 yrs	NC II Plumbing	None required	N/A	In-house-applicant
3 OROBIA, PEDRO L.	Senior Water/Sewerage Maintenance Man A	High School Graduate	34 yrs	NC II Plumbing	None required	Jan-Jun 2017 - 4.43 (VS) Jul-Dec 2017 - 4.29 (VS)	In-house-applicant

NAME OF CANDIDATE		PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
4	SANDUCO, ARNEL O.	Water/Sewerage Maintenance Man A	High School Graduate	24 yrs & 8 months	NC I Plumbing	None required	Jan-Jun 2017 - 4.33 VS Jul-Dec 2017 - 4.60 (VS)	Pipefitter Eligibility

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40 J. Miranda Avenue, Naga City

ADMINISTRATIVE SERVICES DEPARTMENT
HUMAN RESOURCE DIVISION

MANPOWER PLANNING, RECRUITMENT, TRAINING & DEVELOPMENT SECTION



PUBLICATION: MARCH 09
TO MARCH 19, 2018

SELECTION LINE - UP

POSITION : Supervising Water Utilities Management/Development Officer

Division/Section : Water Distribution & Restoration Division (Water Distribution Section)

No. of Vacancy/s : 1

Salary Grade : 20

Monthly Salary : Php 47,037.00

Item Number(s) : 126

MINIMUM QUALIFICATION STANDARDS:

Education : Bachelor's degree relevant to the job

Experience : 3 years of relevant experience

Training : 16 hours of relevant training

Eligibility : Career Service (Professional) Second Level Eligibility

ADDITIONAL QUALIFICATIONS PREFERRED:

None

JOB DUTIES AND RESPONSIBILITIES:

- Review, evaluates and checks cost estimates and bill of materials in the Water Service Connection Terms and Conditions (WSCTC); Tapping, sub-connection, re-tapping and all Water Distribution Section activities.
- Prepares sketch and/or location maps for breaking, cutting or boring.
- Prepares application sketch for Mayor's Permit.
- Signs and assists in the processing of application.
- Reviews, evaluates and signs requisition of materials for new water service connections, sub-connections and re-tapping of water service connections.
- Review and evaluates Daily Accomplishment Reports (DAR's) of employees under the Distribution Section of the WDRD.

NAME OF CANDIDATE		PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
1	CABALLERO, EDGAR	Environmental Permits Consultant -Bicol Biomass Energy Corp.	BS in Agriculture Major in Agricultural Engineering, Master of Science in Resource Mgt. Major in Environmental Mgt. (34 units)	8 yrs & 11 months	128 hrs.	None required	N/A	RA 1080 - Agricultural Engineer, CS Sub-Pro.

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Division Manager A



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40 J. Miranda Avenue, Naga City

ADMINISTRATIVE SERVICES DEPARTMENT
HUMAN RESOURCE DIVISION

MANPOWER PLANNING, RECRUITMENT, TRAINING & DEVELOPMENT SECTION

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PUBLICATION: MARCH 09 TO
MARCH 19, 2018

SELECTION LINE - UP

POSITION : **Supervising Water Utilities Management/Development Officer**

Division/Section : Water Distribution & Restoration Division (Restoration Section)
No. of Vacancy/s : 1
Salary Grade : 20
Monthly Salary : Php 47,037.00
Item Number(s) : 229

MINIMUM QUALIFICATION STANDARDS:

Education : Bachelor's degree relevant to the job
Experience : 3 years of relevant experience
Training : 16 hours of relevant training
Eligibility : Career Service (Professional) Second Level Eligibility

ADDITIONAL QUALIFICATIONS PREFERRED:

None

JOB DUTIES AND RESPONSIBILITIES:

- Reviews, evaluates and signs requisition of materials for Restoration activities.
- Review and evaluates Daily Accomplishment Reports (DAR's) of employees under the Restoration Section of the WDRD.

NAME OF CANDIDATE		PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
1	CABALLERO, EDGAR	Environmental Permits Consultant - Bicol Biomass Energy Corp.	BS in Agriculture Major in Agricultural Engineering, Master of Science in Resource Mgt. Major in Environmental Mgt. (34 units)	8 yrs & 11 months	128 hrs.	None required	N/A	RA 1080 - Agricultural Engineer, CS Sub-Pro.

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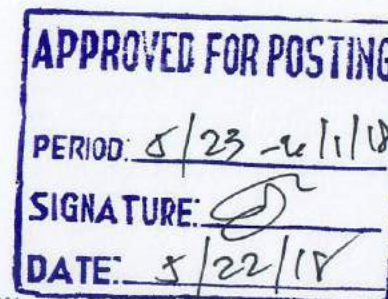
RICARDO B. FELIX III
Division Manager A



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40 J. Miranda Avenue, Naga City

ADMINISTRATIVE SERVICES DEPARTMENT
HUMAN RESOURCE DIVISION

MANPOWER PLANNING, RECRUITMENT, TRAINING & DEVELOPMENT SECTION



PUBLICATION: MARCH 09
TO MARCH 19, 2018

SELECTION LINE - UP

POSITION : Clerk Processor B

Division/Section : Water Distribution & Restoration Division (Water Distribution Section)
No. of Vacancy/s : 1
Salary Grade : 6
Monthly Salary : Php 14,340.00
Item Number(s) : 182

MINIMUM QUALIFICATION STANDARDS:

Education : Completion of two years studies in college
Experience : None required
Training : None required
Eligibility : Career Service (Sub-Professional) First Level Eligibility

ADDITIONAL QUALIFICATIONS PREFERRED:

None

JOB DUTIES AND RESPONSIBILITIES:

- Monitors and records Division Budget/Expense status.
- Assists in the preparation of Division Project Procurement Management Plan (PPMP).
- Monitors and keep tracks of materials' supply and stocks status.
- Prepares and facilitates materials Pre-purchased Requisitions (PPR).
- Encodes data and information including inter-office communications.
- Filing of pertinent documents/ communications systematically and safe kept.
- Receives and records pertinent documents/ communications

NAME OF CANDIDATE		PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
1	BRAZAN, JENNIFER D.	CSW - Clerk Processor D	BSBA in Management	None Required	None Required	LET	N/A	In-house-applicant
2	MESOGA, MA. ELOIZA B.	None	BS in Computer Science	None Required	None Required	LET, CS Pro., CS Sub-Pro.	N/A	
3	TORALDE, JESSICA N.	Administrative Clerk- Olivan Depot	BSBA in Office Administration	None Required	None Required	LET	N/A	
4	VELARDE, JANEVE L.	HR Assistant - Super Value Inc.	BSBA Banking & Finance	None Required	None Required	CS Pro.	N/A	

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Division Manager A



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40 J. Miranda Avenue, Naga City

ADMINISTRATIVE SERVICES DEPARTMENT
HUMAN RESOURCE DIVISION

MANPOWER PLANNING, RECRUITMENT, TRAINING & DEVELOPMENT SECTION



PUBLICATION: MARCH 09 TO
MARCH 19, 2018

SELECTION LINE - UP

POSITION : **Senior Water/Sewerage Maintenance Man B**

ADDITIONAL QUALIFICATIONS PREFERRED:
None

Division/Section : Pipelines & Leakage Control & Non- Revenue Water Management
Division (Non-Revenue Water Management Section)

No. of Vacancy/s : 1
Salary Grade : 10
Monthly Salary : Php 18,718.00
Item Number(s) : 152

MINIMUM QUALIFICATION STANDARDS:

Education : Elementary School Graduate
Experience : 2 years of relevant experience
Training : 8 hours of relevant training
Eligibility : None required

JOB DUTIES AND RESPONSIBILITIES:

- Conducts leak repair of transmission, main, distribution, lateral and service connection lines.
- Conducts water meter testing/verification.
- Prepares requisition of necessary materials needed for leak repair
- Excavates and/or backfills trenches for leak repairs.

NAME OF CANDIDATE		PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
1	ARCILLA, ARNEL L.	CSW- Plumber C	Elementary School Graduate	14 yrs & 8 mos.	NC II - Plumbing	None Required	N/A	In-house-applicant
2	ARTUZ, GLENNEN G.	CSW - Plumber C	College Undergrad	3 yrs. & 2 mos.	152 hours	None Required	N/A	In-house-applicant
3	AZAÑA, DANIEL T.	CSW - Plumber C	High School Graduate	10 Years & 9 mos.	NC II - Plumbing	None Required	N/A	In-house-applicant
4	BARRERA, DOMMYR T.	CSW - Plumber C	High School Graduate	13 Years & 8 Mos.	8 hours	None Required	N/A	with Pipefitter Eligibility
5	DOROTEO, JOSE E.	CSW - Plumber C	High School Undergraduate	13 Years & 6 Mos.	NC II - Plumbing, 40 hrs.	None Required	N/A	In-house-applicant
6	MALVAR, ERWIN A.	CSW - Plumber C	College Undergraduate	4 Years & 8 Mos.	184 hours	None Required	N/A	In-house-applicant

NAME OF CANDIDATE		PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
7	PRESENTATION, WILLIAM R. JR.	CSW - Plumber C	High School Undergraduate	4 Years & 8 Mos	40 hours	None Required	N/A	In-house-applicant
8	VALDEZ, JOEL R.	CSW - Plumber C	2-yr Diploma & Computer System & Network Technology	3 Years & 2 Mos	224 hours	None Required	N/A	In-house-applicant

Certified Correct :

RICARDO B. FELIX III
Division Manager A





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METROPOLITAN NAGA WATER DISTRICT
40 J. Miranda Avenue, Naga City

ADMINISTRATIVE SERVICES DEPARTMENT
HUMAN RESOURCE DIVISION
MANPOWER PLANNING, RECRUITMENT, TRAINING & DEVELOPMENT SECTION



PUBLICATION: MARCH
09 TO MARCH 19, 2018

SELECTION LINE - UP

POSITION : **Supervising Water Utilities Management**
/Development Officer
Division/Section : Pipelines & Leakage Control & Non- Revenue Water Management Division
(Non-Revenue Water Management Section)
No. of Vacancy/s : 1
Salary Grade : 20
Monthly Salary : Php 47,037.00
Item Number(s) : 230

MINIMUM QUALIFICATION STANDARDS:

Education : Bachelor's degree relevant to the job
Experience : 3 years of relevant experience
Training : 16 hours of relevant training
Eligibility : Career Service (Professional) Second Level Eligibility

ADDITIONAL QUALIFICATIONS PREFERRED:

None

JOB DUTIES AND RESPONSIBILITIES:

- Supervises/Monitors leak repair activities, meter testing/verification, transmission line inspection, change of water meters, flushing activities, meter cleaning and concrete cutting and/or breaking for leak repairs.
- Prepares/Submits Monthly Accomplishment Report (MAR) and Individual Performance Commitment and Review (IPCR).

NAME OF CANDIDATE		PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
1	BALDON, ROGELIO S.	Project Planning & Development Officer A	BS Civil Engineering	18 yrs & 6 mos.	24 hours	CS Pro.	Jan-Jun 2017 - 4.70 (VS) Jul-Dec 2017 - 4.75 (VS)	In-house applicant

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Division Manager A



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40 J. Miranda Avenue, Naga City

ADMINISTRATIVE SERVICES DEPARTMENT
HUMAN RESOURCE DIVISION
MANPOWER PLANNING, RECRUITMENT, TRAINING & DEVELOPMENT SECTION



PUBLICATION: MARCH 09
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SELECTION LINE - UP

POSITION : Senior Water/Sewerage Maintenance Man A

ADDITIONAL QUALIFICATIONS PREFERRED:

None

Division/Section : Pipelines & Leakage Control & Non- Revenue Water Management
Division (Non-Revenue Water Management Section)

No. of Vacancy/s : 1

Salary Grade : 12

Monthly Salary : Php 22,149.00

Item Number(s) : 151

JOB DUTIES AND RESPONSIBILITIES:

- Conducts concrete cutting and/or breaking
- Monitors/maintains the cleanliness of the following equipment: Air Compressor, Pavement Breaker and Concrete Cutter.
- Installs necessary safety precautionary measures (i.e. road signs, daisy cones, etc.) at work site.

MINIMUM QUALIFICATION STANDARDS:

Education : Elementary School Graduate
Experience : 2 years of relevant experience
Training : 8 hours of relevant training
Eligibility : None required

NAME OF CANDIDATE		PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
1	ABONAL, ADRIAN VHON WRICK B.	Instrument Technician B	BSBA Management	6 Years & 8 Mos	200 hours	None Required	Jan-Jun 2017 - 4.04(VS) Jul-Dec 2017 - 4.39 (VS)	with CS Pro. Eligibility
2	ARCILLA, ARNEL L.	CSW - Plumber C	Elementary School Graduate	3 yrs. & 2 mos.	152 hours, NC II Plumbing	None Required	N/A	in-house-applicant
3	ARTUZ, GLENNEN G.	CSW - Plumber C	High School Graduate	10 Years & 9 mos.	NC II - Plumbing	None Required	N/A	in-house-applicant
4	AZAÑA, DANIEL T.	CSW - Plumber C	High School Graduate	10 Years & 9 mos.	NC II - Plumbing	None Required	N/A	in-house-applicant
5	BARRERA, DOMMYR T.	CSW - Plumber C	High School Graduate	13 Years & 8 Mos.	8 hours	None Required	N/A	in-house-applicant, With Pipefitter Eligibility

NAME OF CANDIDATE		PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
6	DOROTEO, JOSE E.	CSW - Plumber C	High School Undergraduate	13 Years & 6 Mos.	NC II - Plumbing, 40 hrs.	None Required	N/A	in-house-applicant
7	MALVAR, ERWIN A.	CSW - Plumber C	College Undergraduate	4 Years & 8 Mos.	184 hours	None Required	N/A	in-house-applicant
8	PRESENTATION, WILLIAM R. JR.	CSW - Plumber C	High School Undergraduate	4 Years & 8 Mos	40 hours	None Required	N/A	in-house-applicant
9	SANDUCO, ARNEL O.	Water/Sewerage Maintenance Man A	High School Graduate	24 yrs & 8 months	NC I Plumbing	None required	Jan-Jun 2017 - 4.33 VS Jul-Dec 2017 - 4.60 (VS)	with Pipefitter Eligibility

Certified Correct :

RICARDO B. FELIX III
Division Manager A

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APPROVED FOR POSTING	
PERIOD:	5/23 - 6/1/18
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DATE:	5/22/18



Republic of the Philippines
METROPOLITAN NAGA WATER DISTRICT
40 J. Miranda Avenue, Naga City

ADMINISTRATIVE SERVICES DEPARTMENT
HUMAN RESOURCE DIVISION

MANPOWER PLANNING, RECRUITMENT, TRAINING & DEVELOPMENT SECTION



PUBLICATION: MARCH 09 TO
MARCH 19, 2018

SELECTION LINE - UP

POSITION : Senior Water/Sewerage Maintenance Man B

ADDITIONAL QUALIFICATIONS PREFERRED:
None

Division/Section : Pipelines & Leakage Control & Non- Revenue Water Management
Division (Non-Revenue Water Management Section)

No. of Vacancy/s : 1
Salary Grade : 10
Monthly Salary : Php 18,718.00
Item Number(s) : 141

JOB DUTIES AND RESPONSIBILITIES:

- Conducts leak repair of transmission, main, distribution, lateral and service connection lines.
- Conducts water meter testing/verification.
- Prepares requisition of necessary materials needed for leak repair
- Excavates and/or backfills trenches for leak repairs.

MINIMUM QUALIFICATION STANDARDS:

Education : Elementary School Graduate
Experience : 2 years of relevant experience
Training : 8 hours of relevant training
Eligibility : None required

NAME OF CANDIDATE	PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
1 ARCILLA, ARNEL L.	CSW - Plumber C	Elementary School Graduate	3 yrs. & 2 mos.	152 hours, NC II Plumbing	None Required	N/A	In-house-applicant
2 ARTUZ, GLENNEN G.	CSW - Plumber C	High School Graduate	10 Years & 9 mos.	NC II - Plumbing	None Required	N/A	In-house-applicant
3 AZAÑA, DANIEL T.	CSW - Plumber C	High School Graduate	10 Years & 9 mos.	NC II - Plumbing	None Required	N/A	In-house-applicant
4 DOROTEO, JOSE E.	CSW - Plumber C	High School Undergraduate	13 Years & 6 Mos.	NC II - Plumbing, 40 hrs.	None Required	N/A	In-house-applicant
5 GARCERA, OSCAR P.	CSW - Plumber C	2-yr Marine Electronics Technician	23 Years & 9 Mos.	NC II - Plumbing	None Required	N/A	In-house-applicant
6 MONIT, AGUSTIN P.	CSW - Plumber C	High School Graduate	6 Years	NC II - Plumbing	None Required	N/A	In-house-applicant

Certified Correct :

RICARDO B. FELIX III
Division Manager A



Republic of the Philippines
METROPOLITAN NAGA WATER DISTRICT
40 J. Miranda Avenue, Naga City

ADMINISTRATIVE SERVICES DEPARTMENT
HUMAN RESOURCE DIVISION
MANPOWER PLANNING, RECRUITMENT, TRAINING & DEVELOPMENT SECTION

APPROVED FOR POSTING
PERIOD: 5/23-6/1/18
SIGNATURE: [Signature]
DATE: 5/22/18

PUBLICATION: MARCH 09 TO
MARCH 19, 2018

SELECTION LINE - UP

POSITION : Senior Water/Sewerage Maintenance Man B

ADDITIONAL QUALIFICATIONS PREFERRED:

None

Division/Section : Pipelines & Leakage Control & Non- Revenue Water Management Division
(Pipeline Leakage Control Section)

No. of Vacancy/s : 1
Salary Grade : 10
Monthly Salary : Php 18,718.00
Item Number(s) : 142

JOB DUTIES AND RESPONSIBILITIES:

- Conducts leak repair of transmission, main, distribution, lateral and service connection lines.
- Conducts water meter testing/verification.
- Prepares requisition of necessary materials needed for leak repair
- Excavates and/or backfills trenches for leak repairs.

MINIMUM QUALIFICATION STANDARDS:

Education : Elementary School Graduate
Experience : 2 years of relevant experience
Training : 8 hours of relevant training
Eligibility : None required

NAME OF CANDIDATE	PRESENT POSITION	EDUCATIONAL ATTAINMENT	EXPERIENCE	TRAINING	CS ELIGIBILITY	PERFORMANCE RATING	REMARKS
1 ARCILLA, ARNEL L.	CSW - Plumber C	Elementary School Graduate	3 yrs. & 2 mos.	152 hours, NC II Plumbing	None Required	N/A	In-house-applicant
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3 AZAÑA, DANIEL T.	CSW - Plumber C	High School Graduate	10 Years & 9 mos.	NC II - Plumbing	None Required	N/A	In-house-applicant
4 DOROTEO, JOSE E.	CSW - Plumber C	High School Undergraduate	13 Years & 6 Mos.	NC II - Plumbing, 40 hrs.	None Required	N/A	In-house-applicant
5 GARCERA, OSCAR P.	CSW - Plumber C	2-yr Marine Electronics Technician	23 Years & 9 Mos.	NC II - Plumbing	None Required	N/A	In-house-applicant

Certified Correct :

RICARDO B. FELIX III
Division Manager A