WE ARE HIRING

CLERK PROCESSOR B

Department/Division: Management Services Division
Salary Grade: 6
Monthly Salary: Php. 14,847.00
Item Number: 6

MINIMUM QUALIFICATION STANDARDS

<table>
<thead>
<tr>
<th>Education</th>
<th>Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completion of two years Studies in college</td>
<td>None Required</td>
</tr>
<tr>
<td>Eligibility</td>
<td>Experience</td>
</tr>
</tbody>
</table>
| Career Service (Sub Professional)  
First Level Eligibility | None Required |

REQUIRED COMPETENCIES

EXEMPLARY INTEGRITY (Basic) - Acknowledge and respect authority, and demonstrate readiness in accepting and complying with rules.

DELIVERING SERVICE EXCELLENCE - (Basic) - Complies with the agency’s established standards of delivery or service level agreements and delivers explicit requirements of customers.

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

DEMONSTRATING PERSONAL EFFECTIVENESS (Basic) - Responds effectively to guidelines and feedback on one's performance, well-being and learning discipline.

SPEAKING EFFECTIVELY (Basic) - Effectively delivers messages that simply, clearly, and tactfully to the intended audience and requires minimal preparation and can be supported by available communication materials.

WRITING EFFECTIVELY (Basic) - Composes and/or revises existing communication material or templates to produce own written work.

CHAMPIONING AND APPLYING INNOVATION (Basic) - Demonstrate an awareness of basic principles of innovation.

Interested and qualified applicants must signify their interest in writing. Attach the following documents to the application letter and hand in or send through courier/email their application to the address below not later than AUGUST 15, 2019.

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

SHERRY T. PÉNAS
Division Manager A - Human Resource Division
MNWD, 40 J. Miranda Avenue, Naga City
mnwdhrd@yahoo.com

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“Water is Life, save it.”
WE ARE HIRING

DATE OF PUBLICATION: AUGUST 05, 2019

PROJECT PLANNING AND DEVELOPMENT OFFICER C

Department/Division: Planning, Design and Construction
Salary Grade: 11

Monthly Salary: Php. 20,754.00
Item Number: 82

MINIMUM QUALIFICATION STANDARDS

Education: Bachelor's degree relevant to the job
Training: None Required

Eligibility: Career Service (Professional) Second Level Eligibility
Experience: None Required

REQUIRED COMPETENCIES

EXEMPLARY INTEGRITY (Basic) - Acknowledge and respect authority, and demonstrate readiness in accepting and complying with rules

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

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

DEMONSTRATING PERSONAL EFFECTIVENESS (Basic) - Responds effectively to guidelines and feedback on one's performance, well-being and learning disabilities

SPEAKING EFFECTIVELY (Basic) - Effectively conveys messages that simply focus on data, facts or information and requires minimal preparation and can be supported by available communication materials

WRITING EFFECTIVELY (Basic) - Refers to the ability to revise, edit and produce written material or templates to produce own written work.

CHAMPIONING AND APPLYING INNOVATION (Basic) - Demonstrate an awareness of basic principles of innovation.

Interested and qualified applicants must signify their interest in writing. Attach the following documents to the application letter and hand in or send through courier/email their application to the address below not later than AUGUST 15, 2019.

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mnwchrd@yahoo.com

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"Water is Life, save it."
WE ARE HIRING

DATE OF PUBLICATION: AUGUST 05, 2019

COMPUTER SERVICE PROGRAMMER A

Department/Division: Management Services Division
Salary Grade: 15
Monthly Salary: Php. 30,531.00
Item Number: 205

MINIMUM QUALIFICATION STANDARDS

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

REQUIRED COMPETENCIES

EXEMPLARY INTEGRITY (Basic) - Acknowledge and respects authority, and demonstrate readiness in accepting and complying with rules.

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

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

DEMONSTRATING PERSONAL EFFECTIVENESS (Basic) - Responds effectively to guidelines and feedback on own performance, well-being and learning disciplines.

SPEAKING EFFECTIVELY (Basic) - Effectively delivers messages that simply focus on data, facts or information and require minimal preparation and can be supported by available communication materials.

WRITING EFFECTIVELY (Basic) - Refers to and/or uses existing communication material or templates to produce original written work.

CHAMPIONING AND APPLYING INNOVATION (Basic) - Demonstrate an awareness of basic principles of innovation.

Interested and qualified applicants must signify their interest in writing. Attach the following documents to the application letter and hand in or send through courier/email their application to the address below not later than AUGUST 15, 2019.

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"Water is Life, save it."
WE ARE HIRING

DRIVER - MECHANIC B

DATE OF PUBLICATION: AUGUST 05, 2019

Department/Division: Gen. Services, Property and Materials Management

Monthly Salary: Php. 15,738.00

Salary Grade: 7

Item Number: 19

MINIMUM QUALIFICATION STANDARDS

Education: High School Graduate or Completion of relevant vocational/trade course

Training: None Required

Eligibility: Professional Driver's License

Experience: None Required

REQUIRED COMPETENCIES

EXEMPLIFYING INTEGRITY (Basic) - Acknowledge and respects authority, and demonstrate readiness in accepting and complying with rules.

DELIVERING SERVICE EXCELLENCE (Basic) - Complies with the agency’s established standards of delivery or service level agreements and delivers explicit requirements of customers.

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

DEMONSTRATING PERSONAL EFFECTIVENESS (Basic) - Responds effectively to guidelines and feedback on one’s performance, well-being and learning discipline.

SPEAKING EFFECTIVELY (Basic) - Effectively delivers messages that simply focus on data, facts or information and requires minimal preparation and can be supported by available communication materials.

WRITING EFFECTIVELY (Basic) - Refers to the ability of producing communication material or templates to produce own written work.

CHAMPIONING AND APPLYING INNOVATION (Basic) - Demonstrate an awareness of basic principles of innovation.

Interested and qualified applicants must signify their interest in writing. Attach the following documents to the application letter and hand in or send through courier/email their application to the address below not later than AUGUST 15, 2019.

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"Water is Life, save it."
WE ARE HIRING

DATE OF PUBLICATION: AUGUST 05, 2019

PROJECT PLANNING AND DEVELOPMENT OFFICER A

Department/Division: Planning, Design and Construction
Salary Grade: 15

Monthly Salary: Php. 30,531.00
Item Number: 81

MINIMUM QUALIFICATION STANDARDS

Education: Bachelor's degree relevant to the job
Training: 4 hours of relevant training

Eligibility: Career Service (Professional) Second Level Eligibility
Experience: 1 year of relevant experience

REQUIRED COMPETENCIES

EXEMPLIFYING INTEGRITY (Basic) - Acknowledge and respect authority, and demonstrate readiness in accepting and complying with rules

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

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

DEMONSTRATING PERSONAL EFFECTIVENESS (Basic) - Responds effectively to guidance and feedback on own's performance, well-being and learning disciplines

SPEAKING EFFECTIVELY (Basic) - Effectively delivers messages that simply focus on data, facts or information requires minimal preparation and can be supported by available communication materials

WRITING EFFECTIVELY (Basic) - Refers to and/or uses existing communication material or templates to produce own written work.

CHAMPIONING AND APPLYING INNOVATION (Basic) - Demonstrates an awareness of basic principles of innovation.

Interested and qualified applicants must signify their interest in writing. Attach the following documents to the application letter and hand in or send through courier/email their application to the address below not later than AUGUST 15, 2019.

1. Fully accomplished Personal Data Sheet (PDS) with work experience sheet and recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
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"Water is Life, save it.”
WE ARE HIRING  

DATE OF PUBLICATION: AUGUST 05, 2019

HOUSEKEEPING SERVICES ASSISTANT

Department/Division: Gen. Services, Property and Materials Management
Monthly Salary: Php. 14,847.00

Salary Grade: 6
Item Number: 21

MINIMUM QUALIFICATION STANDARDS

Education: Elementary School Graduate
Training: None Required

Eligibility: None Required
Experience: None Required

REQUIRED COMPETENCIES

EXEMPLIFYING INTEGRITY (Basic) - Acknowledge and respects authority, and demonstrate readiness in accepting and complying with rules.

DELIVERING SERVICE EXCELLENCE (Basic) - Complies with the agency’s established standards of delivery or service level agreements and delivers explicit requirements of customers.

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

DEMONSTRATING PERSONAL EFFECTIVENESS (Basic) - Responds effectively to guidance and feedback on one’s performance, well-being and learning discipline.

SPEAKING EFFECTIVELY (Basic) - Effectively delivers messages that simply, clearly and directly by using minimal preparation and can be supported by available communication materials.

WRITING EFFECTIVELY (Basic) - Refers to the ability to write communication material or templates to produce own written work.

CHAMPIONING AND APPLYING INNOVATION (Basic) - Demonstrate an awareness of basic principles of innovation.

Interested and qualified applicants must signify their interest in writing. Attach the following documents to the application letter and hand in or send through courier/email their application to the address below not later than AUGUST 15, 2019.

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“Water is Life, save it.”
WE ARE HIRING

DATE OF PUBLICATION: AUGUST 05, 2019

SENIOR ACCOUNTING PROCESSOR B

Department/Division: Accounting
Salary Grade: 10
Monthly Salary: P19,233.00
Item Number: 34

MINIMUM QUALIFICATION STANDARDS

Education: Completion of two years studies in college
Training: 8 hours of relevant training

Eligibility: Career Service (SubProfessional)
Experience: 2 years of relevant experience

REQUIRED COMPETENCIES

EXEMPLARY INTEGRITY (Basic) - Acknowledge and respects authority, and demonstrate readiness in accepting and complying with rules

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

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

DEMONSTRATING PERSONAL EFFECTIVENESS (Basic) - Responds effectively to guidelines and feedback on performance, well-being and learning disorders

SPEAKING EFFECTIVELY (Basic) - Effectively delivers messages that simply focus on minimal preparation and can be supported by available communication materials

WRITING EFFECTIVELY (Basic) - Refers to anyone using written communication material or templates to produce own written work

CHAMPIONING AND APPLYING INNOVATION (Basic) - Demonstrate an awareness of basic principles of innovation

Interested and qualified applicants must signify their interest in writing. Attach the following documents to the application letter and send through courier/email their application to the address below not later than AUGUST 15, 2019.

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2. Performance rating in the last rating period (if applicable)
3. Photocopy of certificate of eligibility/rating/license; and
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“Water is Life, save it.”
WE ARE HIRING

DATE OF PUBLICATION: AUGUST 05, 2019

SENIOR WELDER

Department/Division: Water Distribution Restoration
Salary Grade: 10
Monthly Salary: Php. 19,233.00
Item Number: 131

MINIMUM QUALIFICATION STANDARDS

Education: High School Graduate or Completion of relevant vocational/trade course
Training: 8 hours of relevant training
Eligibility: Welder
Experience: 2 years of relevant experience

REQUIRED COMPETENCIES

EXEMPLARY INTEGRITY (Basic) - Acknowledge and respect authority, and demonstrate readiness in accepting and complying with rules

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

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

DEMONSTRATING PERSONAL EFFECTIVENESS (Basic) - Responds effectively to guidelines and deadlines, pays attention to performance, well-being and learning discipline

SPEAKING EFFECTIVELY (Basic) - Effectively delivers messages that simply focus the data, facts or information and requires minimal preparation and can be supported by available communication materials

WRITING EFFECTIVELY (Basic) - Refers to and/or uses existing communication material or templates to produce own written work.

CHAMPIONING AND APPLYING INNOVATION (Basic) - Demonstrate an awareness of basic principles of innovation.

Interested and qualified applicants must signify their interest in writing. Attach the following documents to the application letter and hand in or send through courier/email their application to the address below not later than AUGUST 15, 2019.

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"Water is Life, save it."
WE ARE HIRING

DATE OF PUBLICATION: AUGUST 05, 2019

SENIOR FINANCIAL/ACCOUNTS SPECIALIST

Department/Division: Accounting
Salary Grade: 18

Monthly Salary: Php. 40,637.00
Item Number: 35

MINIMUM QUALIFICATION STANDARDS

Education: Bachelor's degree relevant to the job
Training: 8 hours of relevant training

Eligibility: Career Service (Professional) Second Level Eligibility
Experience: 2 years of relevant experience

REQUIRED COMPETENCIES

EXEMPLARY INTEGRITY (Basic) - Acknowledge and respects authority, and demonstrate readiness in accepting and complying with rules.

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

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

DEMONSTRATING PERSONAL EFFECTIVENESS (Basic) - Responds effectively to guidelines and feedback on one's performance, well-being and learning discipline.

SPEAKING EFFECTIVELY (Intermediate) - Effectively delivers messages that require some planning for the method used and the possible reception to the message. Audience maybe a controlled group, i.e. team/s, division/s.

WRITING EFFECTIVELY (Intermediate) - Effectively writing or customizes available communication materials to produces an appropriate written work.

CHAMPIONING AND APPLYING INNOVATION (Intermediate) - Contributes new ideas, approaches and solutions.

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WE ARE HIRING

DATE OF PUBLICATION: AUGUST 05, 2019

PRINCIPAL ENGINEER C

<table>
<thead>
<tr>
<th>Department/Division</th>
<th>Planning, Design and Construction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Grade</td>
<td>20</td>
</tr>
<tr>
<td>Monthly Salary</td>
<td>Php. 51,155.00</td>
</tr>
<tr>
<td>Item Number</td>
<td>80</td>
</tr>
</tbody>
</table>

MINIMUM QUALIFICATION STANDARDS

<table>
<thead>
<tr>
<th>Education</th>
<th>Bachelor's degree in Engineering relevant to the job</th>
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</thead>
<tbody>
<tr>
<td>Training</td>
<td>16 hours of relevant training</td>
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<tr>
<td>Eligibility</td>
<td>RA 1080</td>
</tr>
<tr>
<td>Experience</td>
<td>3 years of relevant experience</td>
</tr>
</tbody>
</table>

REQUIRED COMPETENCIES

EXEMPLIFYING INTEGRITY (Basic) - Acknowledge and respects authority, and demonstrate readiness in accepting and complying with rules.

DELIVERING SERVICE EXCELLENCE (Basic) - Complies with the agency’s established standards of delivery or service level agreements and delivers explicit requirements of customers.

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

DEMONSTRATING PERSONAL EFFECTIVENESS (Intermediate) - Recognizes personal strengths and gaps and depends on guidance from authorities or appropriate bodies for direction in addressing them.

SPEAKING EFFECTIVELY (Intermediate) - Effectively delivers messages that require audience awareness of the method used and the possible reception to the message; audience may be a controlled group, a non-controlled group, or an individual.

WRITING EFFECTIVELY (Intermediate) - Edits existing coverage to produce or modify written communication materials to produce an appropriate written work.

CHAMPIONING AND APPLYING INNOVATION (Advanced) - Produces novel, out-of-the-box ideas to improve or replace existing practices and procedures.

PLANNING AND DELIVERING (Advanced) - Manages plans, goals and objectives that impact the whole organization.

MANAGING INFORMATION (Intermediate) - Works with data to generate relevant information.

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