

Republic of the Philippines
CIVIL SERVICE COMMISSION
Batasan Hills, Quezon City

Vacant Executive/Managerial Positions in the Second Level for Publication in the CSC Website

- Instructions:**
1. Use this Form for new publication of vacant Executive/Managerial positions in the second level.
 2. Use only the CSC prescribed electronic form downloadable from <http://www.csc.gov.ph>. All items on this Form should be completely filled and with no abbreviation.
 3. Submit duly accomplished electronic form to CSC-ERPO as an email attachment to: jobs@webmail.csc.gov.ph and cc: csc.erpo.psd@gmail.com.
 4. Confirm with CSC receipt of email at telephone numbers (02)9317939 / 9318092 local 713, or (02)9318163.

WARNING: Alteration of this electronic form will result to data loading problems in the CSC Central Vacancy Database. **DO NOT ALTER** the structure of this electronic form.

Date of Preparation	: 8/2/2018
Name of Agency	: Metro Roxas Water District
Mailing Address	: MRWD Bldg., Km. 1., Roxas City 5800
Name of Contact Person	: Eng. Gonzalo Glen B. Delgado/ Elita M. Francisco/ Donnalee D. Deondo
Position Title	: General Manager B/ Division Manager B/ Senior Industrial Relations Management Officer A
Email Address	: mrwdhr1976@yahoo.com.ph
Telephone Number	: 6210-044 local 110

DETAILS OF VACANCY (Entries should be one row per Plantilla Item Number.)											
Seq No.	Plantilla Item Number	Position Title	Salary/ Job Grade	Annual Salary (in Php)	Qualification Standards				Other Requirements of the Position	Place of Assignment	
					Education	Training	Experience	Eligibility		Office/Dept./ Division	Geographical Region
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)
1	MRWD 2015-016	DEPARTMENT MANAGER B	25	989268	Master's degree OR Certificate in Leadership and Management from the CSC	120 hours of supervisory/management learning and development intervention undertaken within the last 5 years	5 years of supervisory/management experience	Career Service Professional/ Second Level eligibility	N/A	Administrative Services Department	Region VI
2	MRWD 2015-051	DEPARTMENT MANAGER B	25	989268	Master's degree OR Certificate in Leadership and Management from the CSC	120 hours of supervisory/management learning and development intervention undertaken within the last 5 years	5 years of supervisory/management experience	Career Service Professional/ Second Level eligibility	Preferably Certified Public Accountant	Finance Svices Department	Region VI
3	MRWD 2015-068	DEPARTMENT MANAGER B	25	989268	Master's degree OR Certificate in Leadership and Management from the CSC	120 hours of supervisory/management learning and development intervention undertaken within the last 5 years	5 years of supervisory/management experience	Career Service Professional/ Second Level eligibility	N/A	Commercial Services Department	Region VI
4	MRWD 2015-103	DEPARTMENT MANAGER B	25	989268	Master's degree OR Certificate in Leadership and Management from the CSC	120 hours of supervisory/management learning and development intervention undertaken within the last 5 years	5 years of supervisory/management experience	Career Service Professional/ Second Level eligibility	Preferably License Engineer	Engineering and Operations Department	Region VI
5	MRWD 2015-060	DIVISION MANAGER B	23	787248	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years	4 years of supervisory/management experience	Career Service Professional/ Second Level eligibility	N/A	Cash Management and Budget Division	Region VI
6		Nothing Follows			Nothing Follows			Nothing Follows		Nothing Follows	

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **August 31, 2018**.

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

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

ENGR. GONZALO GLEN B. DELGADO
General Manager B
MRWD Bldg., Km. 1., Roxas City
mrwdhr1976@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.