


Republic of the Philippines  
**METRO ROXAS WATER DISTRICT**  
Request for Publication of Vacant Positions

To: **CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of **METRO ROXAS WATER DISTRICT** in the CSC website:



ENGR. GONZALO GLEN B. DELGADO

General Manager B

Date: 2-Aug-18

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	<b>SENIOR CORPORATE PLANNING SPECIALIST</b>	MRWD 2015-008	19	505188	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Management Services Division, MRWD Main Office, Roxas City
2	<b>CUSTOMER SERVICE OFFICER B</b>	MRWD 2015-081	14	317928	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Customers Account Division, MRWD Main Office, Roxas City
3	<b>PROPERTY/SUPPLY OFFICER A</b>	MRWD 2015-028	14	317928	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Property/Supply and Procurement Division, MRWD Main Office, Roxas City
4	<b>CORPORATE ACCOUNTS ANALYST</b>	MRWD 2015-055	13	290688	Bachelor's degree relevant to the job	None required	None Required	Career Service (Professional) Second Level Eligibility	N/A	Accounting Division, MRWD Main Office, Roxas City
5	<b>CUSTOMER SERVICE ASSISTANT C</b>	MRWD 2015-076	8	195384	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Customers Services Division, MRWD Main Office, Roxas City
6	<b>ACCOUNTING PROCESSOR A</b>	MRWD 2015-057	8	195384	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Accounting Division, MRWD Main Office, Roxas City
7	<b>PROCUREMENT ASSISTANT A</b>	MRWD 2015-030	9	209676	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Property/Supply and Procurement Division, MRWD Main Office, Roxas City
8	<b>DRIVER</b>	MRWD 2015-006	4	152088	Elementary School Graduate	None required	None Required	Driver License (MC 11, s. 96 - Cat. II)	N/A	Office of the General Manager, MRWD Main Office, Roxas City

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 24, 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](http://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](mailto:mrwdhr1976@yahoo.com.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**