

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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

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

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

ELITA M. FRANCISCO

Division Manager B - Human Resource Division

Date: 1/9/2019

[illegible]

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	

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 **January 31, 2019**.

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 last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

ELITA M. FRANCISCO

Division Manager B - Human Resource Division

Metro Roxas Water District Bldg., Km. 1., Roxas City

[mrwdhr1976@yahoo.com.ph](mailto:mrwdhr1976@yahoo.com.ph)

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