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

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

	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary						
No.					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	DEPARTMENT MANAGER B	MRWD 2015- 016	25	71476	Certificate in Leadership and Management from the CSC	development	5 years of supervisory/ management experience	Career Service Professional/ Second Level eligibility	N/A	Administrative Services Department,MRWD Main Office, Roxas City
2	DEPARTMENT MANAGER B	MRWD 2015- 051	25	71476	Certificate in Leadership and Management from the CSC	development	5 years of supervisory/ management experience	Career Service Professional/ Second Level eligibility	N/A	Finance Services Department,MRWD Main Office, Roxas City
		Nothing Follows			Nothing Follows			Nothing Follows		Nothing Follows
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			Salary/				Qualification Standa	rds		
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Job/Pay Grade	Monthly Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
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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 <u>January 31</u>, <u>2019</u>.

- 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 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	

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.