

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



BY: \_\_\_\_\_  
in the CSC website: 9:05 AM  
DATE: AUG 03 2020  
DONNALEE D. DEONDO  
Acting-Division Manager B

Date: \_\_\_\_\_  
August 3, 2020

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)	
1	CUSTOMER SERVICE OFFICER B	MRWD-2015-080	14	29277	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
2	WATER MAINTENANCE FOREMAN	MRWD-2015-121	14	29277	High School Graduate or Completion of relevant Vocational/ trade course	16 hours of relevant training	3 years of relevant experience	None required (MC 11, s. 96 - Cat. III)	N/A	Construction and Maintenance Division, MRWD Main Office, Roxas City
3	PROPERTY/SUPPLY OFFICER A	MRWD-2015-028	14	29277	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Property/Supply & Procurement Division, MRWD Main Office, Roxas City
4	PROCUREMENT ANALYST A	MRWD-2015-029	13	26754	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Property/Supply & Procurement Division, MRWD Main Office, Roxas City

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5	CUSTOMER SERVICE ASSISTANT A	MRWD-2015-088	12	24495	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Customers Account Division, MRWD Main Office, Roxas City	
6	INDUSTRIAL RELATIONS MANAGEMENT OFFICER C	MRWD-2015-021	11	22316	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Human Resource Division, MRWD Main Office, Roxas City	
7	INDUSTRIAL RELATIONS DEVELOPMENT ASSISTANT B	MRWD-2015-024	8	17505	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	Human Resource Division, MRWD Main Office, Roxas City	
8	ACCOUNTING PROCESSOR A	MRWD-2015-057	8	17505	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	
9	ACCOUNTING PROCESSOR A	MRWD-2015-058	8	17505	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	
10	DRAFTSMAN A	MRWD-2015-113	8	17505	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Draftsman (MC 10,s, 2013 - Cat. II )	N/A	Planning and Design Division, MRWD Main Office, Roxas City	

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					Education	Training	Experience	Eligibility		Competency (if applicable)
11	<b>WATER MAINTENANCE MAN A</b>	MRWD-2015-150	8	17505	Elementary School Graduate	4 hours of relevant training	1 year of relevant experience	None required (MC 11, s. 96 - Cat. III)	N/A	Construction and Maintenance Division, MRWD Main Office, Roxas City
12	<b>CORPORATE BUDGET ASSISTANT</b>	MRWD-2015-067	8	17505	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	Cash Management and Budget Division, MRWD Main Office, Roxas City
13	<b>LABORATORY AIDE A</b>	MRWD-2015-186	4	13807	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	N/A	Water Resources Division, Water Treatment Plant, Brgy., Saloccon, Pantian, Capiz

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, 2020**.

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:

**DONNALEE D. DEONDO**  
 Acting-Division Manager B  
 MRWD Building, Kilometer 1, Roxas City  
[mrwdhr1976@gmail.com](mailto:mrwdhr1976@gmail.com)

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

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