

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:



[Signature]
DONNALEE D. DEONDO
Acting - Division Manager B

Date: March 29, 2021

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	INDUSTRIAL RELATIONS MANAGEMENT ASSISTANT B	MRWD-2015-023	8	18251	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
2	TOOLKEEPER	MRWD-2015-033	3	13572	Elementary School Graduate	None required	None required	None required (MC 11, s. 96-Cat. III)	N/A	Property/Supply & Procurement Division, MRWD Main Office, Roxas City
3	SENIOR WATER MAINTENANCE MAN A	MRWD-2015-123	12	26052	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	None required (MC 11, s. 96-Cat. III)	N/A	Construction and Maintenance Division, MRWD Main Office, Roxas City
4	WATER MAINTENANCE MAN A	MRWD-2015-149	8	18251	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
5	RECORDS OFFICER B	MRWD-2015-013	14	30799	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Management Services Division, MRWD Main Office, Roxas City

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6	CORPORATE BUDGET ANALYST A	MRWD-2015-064	13	28276	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Cash Management & Budget Division, MRWD Main Office, Roxas City
7	WATER UTILITIES MANAGEMENT OFFICER B	MRWD-2015-161	14	30799	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Water Resources Division, Water Treatment Plant Brgy. Salocon, Panitan, Capiz
8	LABORATORY AIDE A	MRWD-2015-186	4	14400	Elementary School Graduate	None required	None required	None required (MC 11, s. 96-Cat. III)	N/A	Water Resources Division, Water Treatment Plant Brgy. Salocon, Panitan, 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 **April 15, 2021**.

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:

DONNALEE D. DEONDO

Acting-Division Manager B

MRWD Building, Kilometer 1., Roxas City

mrwdhr1976@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.