

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:

Atty. DANTE A. ARCANGELES

Department Manager B

Date: April 30, 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	DIVISION MANAGER B	MRWD-2015-017	23	76907	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	Career Service Professional/ Second Level eligibility	N/A	Human Resource Division, MRWD Main Office, Roxas City
2	DIVISION MANAGER B	MRWD-2015-007	23	76907	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	Career Service Professional/ Second Level eligibility	N/A	Management Services Division, 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 **May 14, 2021**.

1. Fully accomplished Personal Data Sheet (PDS)(CS Form No. 212, Revised 2017) with attached Work Experience Sheet (Attachment to CS Form 212) which can be downloaded at www.csc.gov.ph;
2. Seminar/ Training Certificates;
3. Performance rating in the last rating period (if applicable);
4. Photocopy of certificate of eligibility/rating/license;
5. Photocopy of Transcript of Records;
6. Other supporting documents.

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

Atty. DANTE A. ARCANGELES
Department Manager B
MRWD Building, Kilometer 1., Roxas City
mrwdhr1976@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.