

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:

RECEIVED
RUFINO G. LEONORAS
Director II
OCT 19 2021

Handwritten: DONNALEE D. DEONDO
Division Manager B

Date: October 18, 2021

EDTS/TRANS ID #: 2-1-2021

No.	Position Title (Parent/Child Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		
1	DIVISION MANAGER B	MRWD-2015-052	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	Accounting Division, MRWD Main Office, Roxas City
2	DIVISION MANAGER B	MRWD-2015-026	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	Property/ Supply and Procurement 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 November 5, 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:

DONNALEE D. DEONDO

Division Manager B

MRWD Building, Kilometer 1., Roxas City

mrwdhr1976@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.