



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:

DONNALEE D. DEONDO
HRMO

Date: October 04, 2022

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	Water Utilities Management/ Development Officer B	MRWD-2022-268	14	32,321.00	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 Production and Environmental Management Division
2	Corporate Budget Examiner	MRWD-2022-126	10	22,190.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Financial Management Division
3	Water/ Sewerage Maintenance Man B	MRWD-2022-177	6	16,877.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	N/A	Pipelines and Appurtenances Maintenance Division
4	Water/ Sewerage Maintenance Man B	MRWD-2022-178	6	16,877.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	N/A	Pipelines and Appurtenances Maintenance Division
5	Document Binder	MRWD-2022-017	4	14,993.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	N/A	Corporate Planning and Internal Audit Division
6	Reproduction Machine Operator B	MRWD-2022-036	4	14,993.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	N/A	Human Resource Division
7	Driver	MRWD-2022-056	4	14,993.00	Elementary School Graduate	None required	None required	Driver License (MC 11, s. 96 - Cat. II)	N/A	General Services Division

8	Administrative Services Aide	MRWD-2022-146	4	14,993.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	N/A	Billing and Accounts Division
9	Administrative Services Aide	MRWD-2022-147	4	14,993.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	N/A	Billing and Accounts Division

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 **October 20, 2022**.

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

Division Manager A

MRWD Building, Kilometer 1, Roxas City, Capiz

mrwdhr.rsp@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.