

Republic of the Philippines  
METRO ROXAS WATER DISTRICT  
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FOM using the MS Excel format



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: May 4, 2023

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	Private Secretary B	MRWD-2022-004	15	36619	Completion of two years studies in college	None required	None required	None required	N/A	Office of the General Manager, MRWD Main Office, Roxas City
2	Senior Industrial Relations Management Officer B	MRWD-2022-023	17	43030	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Human Resource Division, MRWD Main Office, Roxas City
3	Document Binder	MRWD-2022-028	4	15586	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III) Revised Policies on the Grant of Eligibility Under CSC MC No. 11, s. 1996, as amended	N/A	Human Resource Division, MRWD Main Office, Roxas City
4	Carpenter A	MRWD-2022-044	5	16543	Elementary School Graduate	None required	None required	Carpenter (MC 10, s. 2013 - Cat. II) Revised Policies on the Grant of Eligibility Under CSC MC No. 11, s. 1996, as amended	N/A	General Services Division, MRWD Main Office, Roxas City

5	Supply Assistant B	MRWD-2022-080	8	19744	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	Property and Materials Management Division, MRWD Main Office, Roxas City
6	Senior Electronics Communication System Technician	MRWD-2022-091	11	27000	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) Electronics Equipment Technician (MC 10, s. 2013 - Cat. II) First Level Eligibility	N/A	Information and Communications Technology Division, MRWD Main Office, Roxas City
7	Chief Corporate Accountant B	MRWD-2022-098	20	57347	Bachelor's degree in Commerce/Business Administration major in Accounting	16 hours of relevant training	3 years of relevant experience	RA 1080	N/A	Accounting Division, MRWD Main Office, Roxas City
8	Administrative Services Aide	MRWD-2022-105	4	15586	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III) Revised Policies on the Grant of Eligibility Under CSC MC No. 11, s. 1996, as amended	N/A	Accounting Division, MRWD Main Office, Roxas City
9	Administrative Services Aide	MRWD-2022-106	4	15586	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III) Revised Policies on the Grant of Eligibility Under CSC MC No. 11, s. 1996, as amended	N/A	Accounting Division, MRWD Main Office, Roxas City
10	Cashiering Services Chief B	MRWD-2022-108	20	57347	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Financial Management Division, MRWD Main Office, Roxas City

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11	Administrative Services Aide	MRWD-2022-148	4	15586	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III) Revised Policies on the Grant of Eligibility Under CSC MC No. 11, s. 1996, as amended	N/A	Billing and Accounts Division, MRWD Main Office, Roxas City
12	Administrative Services Aide	MRWD-2022-149	4	15586	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III) Revised Policies on the Grant of Eligibility Under CSC MC No. 11, s. 1996, as amended	N/A	Billing and Accounts Division, MRWD Main Office, Roxas City
13	Water/Sewerage Maintenance Man B	MRWD-2022-214	6	17553	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III) Revised Policies on the Grant of Eligibility Under CSC MC No. 11, s. 1996, as amended	N/A	Water Distribution and Leakage Control Division, MRWD Main Office, Roxas City
14	Water/Sewerage Maintenance Man B	MRWD-2022-215	6	17553	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III) Revised Policies on the Grant of Eligibility Under CSC MC No. 11, s. 1996, as amended	N/A	Water Distribution and Leakage Control Division, MRWD Main Office, Roxas City
15	Water/Sewerage Maintenance Man B	MRWD-2022-237	6	17553	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III) Revised Policies on the Grant of Eligibility Under CSC MC No. 11, s. 1996, as amended	N/A	Water Distribution and Leakage Control Division, MRWD Main Office, Roxas City

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16	Water/Sewerage Maintenance Man B	MRWD-2022-238	6	17553	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III) Revised Policies on the Grant of Eligibility Under CSC MC No. 11, s. 1996, as amended	N/A	Water Distribution and Leakage Control Division, MRWD Main Office, Roxas City
17	Engineering/Survey Aide A	MRWD-2022-256	6	17553	High School Graduate or Completion of relevant vocational/trade course	None required	None required	None required (MC 10, s. 2013 - Cat. III) Revised Policies on the Grant of Eligibility Under CSC MC No. 11, s. 1996, as amended	N/A	Planning and Design Division, MRWD Main Office, Roxas City
18	Engineering/Survey Aide A	MRWD-2022-257	6	17553	High School Graduate or Completion of relevant vocational/trade course	None required	None required	None required (MC 10, s. 2013 - Cat. III) Revised Policies on the Grant of Eligibility Under CSC MC No. 11, s. 1996, as amended	N/A	Planning and Design Division, MRWD Main Office, Roxas City
19	Department Manager A	MRWD-2022-259	26	116040	Master's degree OR Certificate in Leadership and Management from the CSC	120 hours of supervisory/management learning and development intervention undertaken	5 years of supervisory/management experience	Career Service Professional/Second Level eligibility	Preferably Mechanical/Electrical Engineer	Production Department, Water Treatment Plant, Brgy. Salocan, Panitan, Capiz
20	Division Manager A	MRWD-2022-260	24	90078	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention undertaken	4 years of supervisory/management experience	Career Service Professional/Second Level eligibility	Preferably Mechanical/Electrical Engineer	Water Production and Environmental Management Division, Water Treatment Plant, Brgy. Salocan, Panitan, Capiz

21	Plant Equipment Operator E	MRWD-2022-276	10	23176	High School Graduate or Completion of relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	None required (MC 10, s. 2013 - Cat. III) Revised Policies on the Grant of Eligibility Under CSC MC No. 11, s. 1996, as amended	N/A	Water Production and Environmental Management Division, Water Treatment Plant, Brgy. Salocon, Panitan, Capiz
22	Machinist	MRWD-2022-301	10	23176	High School Graduate or Completion of relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Machinist (MC 10, s. 2013 - Cat. II) Revised Policies on the Grant of Eligibility Under CSC MC No. 11, s. 1996, as amended	N/A	Electro-Mechanical Division, Water Treatment Plant, Brgy. Salocon, Panitan, Capiz
23	Division Manager A	MRWD-2022-309	24	90078	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention undertaken	4 years of supervisory/management experience	Career Service Professional/Second Level eligibility	Preferably Chemist/Chemical Engineer	Water Quality Division, Water Treatment Plant, Brgy. Salocon, Panitan, Capiz
24	Medical Technologist II	MRWD-2022-315	15	36619	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Water Quality Division, Water Treatment Plant, Brgy. Salocon, Panitan, Capiz
25	Senior Laboratory Technician	MRWD-2022-316	12	29165	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) Laboratory Technician MC 10, s. 2013 (Cat. II) First Level Eligibility	N/A	Water Quality Division, Water Treatment Plant, Brgy. Salocon, Panitan, Capiz

26	Laboratory Technician A	MRWD-2022-317	10	23176	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) Laboratory Technician MC 10, s. 2013 (Cat. II) First Level Eligibility	N/A	Water Quality Division, Water Treatment Plant, Brgy. Salocan, Panitan, Capiz
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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 18, 2023**.

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 authenticated 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

[recruitment@metroroxaswd.gov.ph](mailto:recruitment@metroroxaswd.gov.ph)

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