

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:



**SHALMAHR B. VITO**  
HRMO

Date: November 13, 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	Division Manager A	MRWD-2022-037	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	N/A	General Services Division, MRWD Main Office

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 23, 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:

**SHALMAHR B. VITO**

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.**