

Republic of the Philippines  
**SIPALAY CITY 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 SIPALAY CITY WATER DISTRICT in the CSC website:

  
\_\_\_\_\_  
RAMON M. DUAYAN  
HRMO

Date: \_\_\_\_\_ 10-Dec-21

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	Cashiering Assistant	SWD-2017-003	8	18251	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Carer Service (Subprofessional) First Level Eligibility		Sipalay City
2	Customer Service Assistant E	SWD-2017-004	4	14400	Completion of two years studies in college	None Required	None Required	Carer Service (Subprofessional) First Level Eligibility		Sipalay 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 December 20, 2021.

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 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:

  
\_\_\_\_\_  
EDGARDO C. CUAYCONG JR.

General Manager D

Barangay Mambaroto, Sipalay City, Negros  
Occidental

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[sipalaycitywd@gmail.com](mailto:sipalaycitywd@gmail.com)

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APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

