

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: 24-Oct-23

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	18998	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Carer Service (Subprofessional) First Level Elegibility		Sipalay City
2	Accounting Processor A	SWD-2007-002	8	18998	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Carer Service (Subprofessional) First Level Elegibility		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 November 15, 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;
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

sipalaycitywd@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.