

Republic of the Philippines
BALAOAN 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 BALAOAN WATER DISTRICT in the CSC website:

MARILYN O. GUERRERO
Administration Services Assistant A/Acting HRMO

Date: 04-Jan-19

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	Data Encoder	13	07	15,738.00	Completion of Two (2) years in college or High School w/ relevant vocational/trade course	None Required	None Required	Sub-Professional/ Data Encoder (MC 11,96-Cat. 11) or First Level Eligibility		Balaoan, La Union
2	Utility Worker A	14	03	12,466.00	High School Graduate	None Required	None Required	None Required		Balaoan, La Union

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 January 18, 2019

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:

MARILYN O. GUERRERO
Administration Services Assistant A/Acting HRMO
Balaoan Water District, Balaoan, La Union
balaoanwaterdistrict66@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.