

Republic of the Philippines  
ALICIA WATER DISTRICT  
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO  
must be in MS Excel format

**CSC**

**ISABELA FIELD OFFICE  
RECEIVED**

Control No.: 1291  
Date/Time: 9-15-2022 2:15PM  
Received by: J. Cabanilla  
Receiving Officer

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of ALICIA WATER DISTRICT in the CSC website:

**ANAMARINA B. DOÑA**

UCSA-D/Designated HRM Assistant

Date: September 16, 2022

No.	Position Title (Parenthical 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	Administrative Services Aide	4	4	14,993.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96-Cat. III)	N/A	Administrative Section
2	Clerk Processor C	7	4	14,993.00	Completion of two(2) years in College	None Required	None Required	Career Service Subprofessional (First Level Eligibility)	N/A	Administrative Section
3	Industrial Relations Development Management Assistant B	14	8	18,998.00	Completion of two(2) years in College	One(1) year Relevant Experience	Four(4) hours Relevant Training	Career Service Subprofessional (First Level Eligibility)	N/A	Commercial Section
4	Utilities/Customer Services Assistant E	17	4	14,993.00	Completion of two(2) years in College	None Required	None Required	Career Service Subprofessional (First Level Eligibility)	N/A	Commercial Section
5	Utilities/Customer Services Assistant E	18	4	14,993.00	Completion of two(2) years in College	None Required	None Required	Career Service Subprofessional (First Level Eligibility)	N/A	Commercial Section

6	Water Resources Facilities Tender B	22	4	14,993.00	Elementary School Graduate	None Required	None Required	None Required (MC11 s. 96 - Cat. III)	N/A	Engineering Section
7	Water Resources Facilities Operator C	26	4	14,993.00	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	Water Resources Facilities Operator (MC 11, S. 96 - Cat. I)	N/A	Engineering Section
8	Water Resources Facilities Operator C	27	4	14,993.00	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	Water Resources Facilities Operator (MC 11, S. 96 - Cat. I)	N/A	Engineering Section
9	Water Resources Facilities Operator C	28	4	14,993.00	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	Water Resources Facilities Operator (MC 11, S. 96 - Cat. I)	N/A	Engineering Section

\*\*\* Nothing Follows \*\*\*

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 September 26, 2022.

1. Application Letter
2. 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);
3. Performance rating in the last rating period (if applicable);
4. Photocopy of certificate of eligibility/rating/license; and
5. Photocopy of Transcript of Records

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

  
 GEORGE A. TOMAS

General Manager

Block 19/Lot 1 Munsayac Subdivision, Antonino, Alicia, Isabel

[alwadhrmo@yahoo.com](mailto:alwadhrmo@yahoo.com)

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