



Republic of the Philippines  
**DIGOS WATER DISTRICT**

Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which is authorized to be filled, at the DIGOS WATER DISTRICT and in the CSC website:

**MARY CATHERINE A. LLANOS-COBIAS**

Division Manager B  
Human Resource Division

Date: January 05, 2022

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 B	4	23	76,907.00	Bachelor's Degree	24 hours of relevant training	4 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	<b>Core Competencies (LEVEL 3):</b> Integrity, Consumer Focus, Efficiency & Innovativeness, Stewardship of Resources <b>Organizational</b> <b>Competencies (LEVEL 3):</b> Teamwork, Communication, Writing Skills, Planning & Delivery, Data Gathering, Developing People, Flexibility, Managing Performance, Managing Change, Stress Management <b>Leadership Competency:</b> <b>Level 3 (Division Managers and</b> <b>Supervisory Positions) - ADVANCED:</b> Building Collaborative, inclusive working relationships; Managing performance and coaching for results; Leading Change; Thinking strategically and creatively; Creating and nurturing a high performing organization	Management Services Division

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)	
2	Division Manager B	88	23	76,907.00	Bachelor's Degree	24 hours of relevant training	4 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	<b>Core Competencies (LEVEL 3):</b> Integrity, Consumer Focus, Efficiency & Innovativeness, Stewardship of Resources <b>Organizational</b> <b>Competencies (LEVEL 3):</b> Teamwork,Communication, Writing Skills, Planning & Delivery,Data Gathering, Developing People, Flexibility, Managing Performance, Managing Change, Stress Management <b>Leadership Competency:</b> <b>Level 3 (Division Managers and</b> <b>Supervisory Positions) - ADVANCED:</b> Building Collaborative, inclusive working relationships; Managing performance and coaching for results; Leading Change; Thinking strategically and creatively; Creating and nurturing a high performing organization	Water Resources Division
3	Division Manager B	69	23	76,907.00	Bachelor's Degree	24 hours of relevant training	4 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	<b>Core Competencies (LEVEL 3):</b> Integrity, Consumer Focus, Efficiency & Innovativeness, Stewardship of Resources <b>Organizational</b> <b>Competencies (LEVEL 3):</b> Teamwork,Communication, Writing Skills, Planning & Delivery,Data Gathering, Developing People, Flexibility, Managing Performance, Managing Change, Stress Management <b>Leadership Competency:</b> <b>Level 3 (Division Managers and</b> <b>Supervisory Positions) - ADVANCED:</b> Building Collaborative, inclusive working relationships; Managing performance and coaching for results; Leading Change; Thinking strategically and creatively; Creating and nurturing a high performing organization	Customer Services Division

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)	
4	Division Manager B	77	23	76,907.00	Bachelor's Degree	24 hours of relevant training	4 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	<b>Core Competencies (LEVEL 3):</b> Integrity, Consumer Focus, Efficiency & Innovativeness, Stewardship of Resources <b>Organizational Competencies (LEVEL 3):</b> Teamwork,Communication, Writing Skills, Planning & Delivery,Data Gathering, Developing People, Flexibility, Managing Performance, Managing Change, Stress Management <b>Leadership Competency: Level 3 (Division Managers and Supervisory Positions) - ADVANCED:</b> Building Collaborative, inclusive working relationships; Managing performance and coaching for results; Leading Change; Thinking strategically and creatively; Creating and nurturing a high performing organization	Customer Accounts Division
5	Procurement Assistant B	41	8	18,251.00	Completion of two years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Subprofession al)/ First Level Eligibility	<b>Core Competency: Level 1 - Basic</b> (Integrity,Consumer Focus, Efficiency & Innovativeness; Stewardship of Resources); <b>Organizational Competency: Level 1 - Basic</b> ( Teamwork and Communication)	Administrative and General Services Division
6	Water/ Sewerage Maintenance Man A	131	8	18,251.00	Elementary School Graduate	4 hours of relevant training	1 year relevant experience	None Required (MC 10, s. 2013)	<b>Core Competency: Level 1 - Basic</b> (Integrity,Consumer Focus, Efficiency & Innovativeness; Stewardship of Resources); <b>Organizational Competency: Level 1 - Basic</b> ( Teamwork and Communication)	Construction and Maintenance Division

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)	
7	Water/ Sewerage Maintenance Man A	144	8	18,251.00	Elementary School Graduate	4 hours of relevant training	1 year relevant experience	None Required (MC 10, s. 2013)	<b>Core Competency: Level 1 - Basic</b> (Integrity, Consumer Focus, Efficiency & Innovativeness; Stewardship of Resources); <b>Organizational Competency: Level 1 - Basic</b> ( Teamwork and Communication)	Construction and Maintenance Division
8	Water Resources Facilities Operator B	115	6	16,200.00	High School Graduate or Completion of relevant vocational/ trade course	None required	None required	Water Resources Facilities Operator (MC 10, s. 2013)	<b>Core Competency: Level 1 - Basic</b> (Integrity, Consumer Focus, Efficiency & Innovativeness; Stewardship of Resources); <b>Organizational Competency: Level 1 - Basic</b> ( Teamwork and Communication)	Water Resources Division
9	Senior Industrial Relations Management Officer B	18	17	39,986.00	Bachelor's Degree	4 hours of relevant training	1 year relevant experience	Career Service (Professional)/ Second Level Eligibility	<b>Core Competencies (LEVEL 3):</b> Integrity, Consumer Focus, Efficiency & Innovativeness, Stewardship of Resources <b>Organizational Competencies (LEVEL 3):</b> Teamwork, Communication, Writing Skills, Planning & Delivery, Data Gathering, Developing People, Flexibility, Managing Performance, Managing Change, Stress Management <b>Leadership Competency:</b> <b>Level 3 (Division Managers and Supervisory Positions) - ADVANCED:</b> Building Collaborative, inclusive working relationships; Managing performance and coaching for results; Leading Change; Thinking strategically and creatively; Creating and nurturing a high performing organization	Human Resource Division

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	-NOTHING FOLLOWS-									

This Office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE), to apply.

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 20, 2022.

1. Fully accomplished Personal Data Sheet (PDS) including work experience sheet 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:

**ENGR. FELOMINO A. DAUB**

General Manager

Digos Water District (DWD), Rizal Avenue, Digos

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

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