

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 are authorized to be filled, at the DIGOS WATER DISTRICT in the CSC website:

MARY CATHERINE A. LLANOS-COBIAS
HRMO

Date: _____
February 2, 2023

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	Accounting Processor B	59	6	17,553.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	Core Competency: (Level 1 - Basic): Integrity, Consumer Focus, Efficiency & Innovativeness; Stewardship of Resources; Organizational Competency: (Level 1 - Basic) Teamwork and Communication; Technical Competency - (Level 1) Accounting, Budgeting, Computer Skills, Service Delivery, Data Management, Records Management	Finance Division
2	Utility Worker A	73	3	14,678.00	Must be able to read and write	None required	None Required	None required (MC 10, s. 2013)	Core Competency: (Level 1 - Basic)- Integrity, Consumer Focus, Efficiency & Innovativeness; Stewardship of Resources; Organizational Competency: (Level 1 - Basic) Teamwork and Communication; Technical Competency: (Level 1) - Service Delivery, Computer Skills, Data Management	Customer Services Division
3	Utility Worker A	83	3	14,678.00	Must be able to read and write	None required	None Required	None required (MC 10, s. 2013)	Core Competency: (Level 1 - Basic)- Integrity, Consumer Focus, Efficiency & Innovativeness; Stewardship of Resources; Organizational Competency: (Level 1 - Basic) Teamwork and Communication; Technical Competency: (Level 1) - Service Delivery, Computer Skills, Data Management, Records Management	Customer Accounts Division
4	Utility Worker A	84	3	14,678.00	Must be able to read and write	None required	None Required	None required (MC 10, s. 2013)	Core Competency: (Level 1 - Basic)- Integrity, Consumer Focus, Efficiency & Innovativeness; Stewardship of Resources; Organizational Competency: (Level 1 - Basic) Teamwork and Communication; Technical Competency: (Level 1) - Service Delivery, Computer Skills, Data Management, Records Management	Customer Accounts Division

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
5	Utility Worker A	85	3	14,678.00	Must be able to read and write	None required	None Required	None required (MC 10, s. 2013)	Core Competency: (Level 1 - Basic) - Integrity, Consumer Focus, Efficiency & Innovativeness; Stewardship of Resources; Organizational Competency: (Level 1 - Basic) Teamwork and Communication; Technical Competency: (Level 1) - Service Delivery, Computer Skills, Data Management, Records Management	Customer Accounts Division
6	Utility Worker A	86	3	14,678.00	Must be able to read and write	None required	None Required	None required (MC 10, s. 2013)	Core Competency: (Level 1 - Basic) - Integrity, Consumer Focus, Efficiency & Innovativeness; Stewardship of Resources; Organizational Competency: (Level 1 - Basic) Teamwork and Communication; Technical Competency: (Level 1) - Service Delivery, Computer Skills, Data Management, Records Management	Customer Accounts Division
7	Clerk-Processor B	97	6	17,553.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	Core Competency: (Level 1 - Basic) - Integrity, Consumer Focus, Efficiency & Innovativeness; Stewardship of Resources; Organizational Competency: (Level 1 - Basic) Teamwork and Communication; Technical Competency: (Level 1) - Service Delivery, Computer Skills, Data Management, Records Management	Water Resources Division
8	Clerk-Processor B	130	6	17,553.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	Core Competency: (Level 1 - Basic) - Integrity, Consumer Focus, Efficiency & Innovativeness; Stewardship of Resources; Organizational Competency: (Level 1 - Basic) Teamwork and Communication; Technical Competency: (Level 1) - Service Delivery, Computer Skills, Data Management, Records Management	Construction and Maintenance Division

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 February 17, 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:

ENGR. FELOMINO A. DAUB
General Manager
Digos Water District (DWD)
dwdhumanresource@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.