

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 L. COBIAS

**HRMO**

Date: \_\_\_\_\_ March 24, 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	Senior Corporate Accounts Analyst	62	15	36619	Bachelor's degree relevant to the job	4 hours relevant training	1 year relevant experience	Career Service (Professional) Second Level Eligibility	Core Competency: (Level 2 ): Integrity, Consumer Focus, Efficiency & Innovativeness; Stewardship of Resources; Organizational Competency: (Level 2) Teamwork, Communication, Flexibility, Planning and Delivery, Data Gathering; Technical Competency - (Level 2) Accounting, Budgeting, Writing Skills, Computer Skills, Service Delivery, Data Management, Records Management; Leadership Competency - (Level 2) Building Collaborative , inclusive working relationship, Managing Performance and Coaching for Results, Leading Change, Thinking Strategically and Creatively, Creating and Nurturing a High Performing Organization	Finance 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	Corporate Accountant	54	15	36619	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours relevant training	1 year relevant experience	RA 1080	Core Competency: (Level 2): Integrity, Consumer Focus, Efficiency & Innovativeness; Stewardship of Resources; Organizational Competency: (Level 2) Teamwork, Communication, Flexibility, Planning and Delivery, Data Gathering; Technical Competency - (Level 2) Accounting, Budgeting, Writing Skills, Computer Skills, Service Delivery, Data Management, Records Management; Leadership Competency - (Level 2) Building Collaborative, inclusive working relationship, Managing Performance and Coaching for Results, Leading Change, Thinking Strategically and Creatively, Creating and Nurturing a High Performing Organization	Finance 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 April 08, 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](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)  
 \_\_\_\_\_  
[dwdhumanresource@gmail.com](mailto:dwdhumanresource@gmail.com)  
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**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**