

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: April 26, 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	Administrative/ General Services Officer A	35	16	39672	Bachelor's Degree	4 hours of relevant training	1 year relevant experience	Career Service (Professional)/ Second Level Eligibility	Core Competencies (LEVEL 2 Non Supervisory): Integrity, Consumer Focus, Efficiency & Innovativeness, Stewardship of Resources Organizational Competencies (LEVEL 2 Non Supervisory): Teamwork, Communication, Flexibility, Planning & Delivery, Data Gathering; Technical Competency (LEVEL 2): Materials/Supply/Inventory Management, Procurement Planning and Operations, Computer Skills, Service Delivery, Data Management, Records Management. Leadership Competency: Level 2 (Officers below Supervisory Positions) - INTERMEDIATE: Building Collaborative, inclusive working relationships; Managing performance and coaching for results; Leading Change; Thinking strategically and creatively; Creating and nurturing a high performing organization	Administrative and General Services Division
2	Executive Assistant C	2	14	33843	Bachelor's Degree	4 hours of training	1 year of experience	Career Service (Professional)/ Second Level Eligibility	Core Competencies (LEVEL 2 Non Supervisory): Integrity, Consumer Focus, Efficiency & Innovativeness, Stewardship of Resources Organizational Competencies (LEVEL 2 Non Supervisory): Teamwork, Communication, Flexibility, Planning & Delivery, Data Gathering; Technical Competency (LEVEL 2): Writing Skills, Computer Skills, Service Delivery, Data Management, Records Management.	Office of the Board of Directors
3	Accounting Processor A	57	8	19744	Completion of two years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility	Core Competency: (Level 1): Integrity, Consumer Focus, Efficiency & Innovativeness; Stewardship of Resources; Organizational Competency: (Level 1) Teamwork and Communication; Technical Competency - (Level 1) Accounting, Budgeting, Computer Skills, Service Delivery, Data Management, Records Management	Finance Division
4	Accounting Processor B	58	6	17553	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

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)
5	Senior Financial Planning Specialist	60	20	57347	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	Core Competencies (LEVEL 2 Supervisory): Integrity, Consumer Focus, Efficiency & Innovativeness, Stewardship of Resources Organizational Competencies (LEVEL 2 Supervisory): Teamwork, Communication, Flexibility, Planning & Delivery, Data Gathering, Developing People; Technical Competency (Level 2 Supervisory): Accounting, Budgeting, Writing Skills, Computer Skills, Service Delivery, Data Management, Records Management, Strategic Planning, Formulating and Integrating Development Plans; Leadership Competency: Level 3 (Division Managers and Supervisory Positions) - ADVANCED: Building Collaborative, inclusive working relationships; Managing performance and coaching for results; Leading Change; Thinking strategically and creatively; Creating and nurturing a high performing organization	Finance Division
6	Driver- Mechanic B	13	7	18620	High School Graduate or Completion of relevant vocational/ trade course	None required	None Required	Professional Driver's License (MC 10, s. 2013)	Core Competency: (Level 1) - Integrity, Consumer Focus, Efficiency & Innovativeness; Stewardship of Resources; Organizational Competency: (Level 1) Teamwork and Communication; Technical Competency: (Level 1) - Service Delivery	Management Services Division
7	Water/Sewerage Maintenance Man B	147	6	17553	Elementary School Graduate	None required	None Required	None required (MC 10, s. 2013)	Core Competency: (Level 1) - Integrity, Consumer Focus, Efficiency & Innovativeness; Stewardship of Resources; Organizational Competency: (Level 1) Teamwork and Communication; Technical Competency: (Level 1) - Service Delivery	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 May 11, 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.