

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: July 27, 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	Utility Worker B	106	1	12517	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)	Water Resources Division
2	Water/ Sewerage Maintenance Man B	148	6	16877	Elementary School Graduate	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)	Construction and Maintenance Division
3	Water/ Sewerage Maintenance Man B	133	6	16877	Elementary School Graduate	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)	Construction and Maintenance Division

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4	Administrative/General Services Chief B	37	19	49835	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Core Competencies (LEVEL 3): Integrity, Consumer Focus, Efficiency & Innovativeness, Stewardship of Resources Organizational Competencies (LEVEL 3): Teamwork, Communication, Writing Skills, Planning & Delivery, Data Gathering, Developing People, Flexibility, Managing Performance, Managing Change, Stress Management 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	Administrative and General Services Division
5	Supervising Industrial Relations Management Officer A	16	20	55799	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	Core Competencies (LEVEL 3): Integrity, Consumer Focus, Efficiency & Innovativeness, Stewardship of Resources Organizational Competencies (LEVEL 3): Teamwork, Communication, Writing Skills, Planning & Delivery, Data Gathering, Developing People, Flexibility, Managing Performance, Managing Change, Stress Management 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	Human Resource Division
6	Cashier C	52	12	27608	Bachelor's Degree	None required	None Required	Career Service (Professional) Second Level Eligibility	Core Competencies (LEVEL 2): Integrity, Consumer Focus, Efficiency & Innovativeness, Stewardship of Resources Organizational Competencies (LEVEL 3): Teamwork, Communication, Writing Skills, Forward Thinking, Planning & Delivery, Data Gathering. Leadership Competency: Level 2 - 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	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)	
7	Division Manager B	124	23	78455	Bachelor's Degree	24 hours of relevant training	4 years of relevant experience	Career Service (Professional) Second Level Eligibility	Core Competencies (LEVEL 3): Integrity, Consumer Focus, Efficiency & Innovativeness, Stewardship of Resources Organizational Competencies (LEVEL 3): Teamwork, Communication, Writing Skills, Planning & Delivery, Data Gathering, Developing People, Flexibility, Managing Performance, Managing Change, Stress Management 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	Construction and Maintenance Division
8	Water/ Sewerage Maintenance Man C	135	4	14993	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013)	Core Competencies (LEVEL 1): Integrity, Consumer Focus, Efficiency & Innovativeness, Stewardship of Resources Organizational Competencies (LEVEL 1): Teamwork, Communication.	Construction and Maintenance Division
9	Water/ Sewerage Maintenance Man A	146	8	18998	Elementary School Graduate	4 hours of relevant training	1 year of relevant experience	None required (MC 10, s. 2013)	Core Competencies (LEVEL 1): Integrity, Consumer Focus, Efficiency & Innovativeness, Stewardship of Resources Organizational Competencies (LEVEL 1): Teamwork, Communication.	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 August 11, 2022.

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**  
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 General Manager  
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 Digos Water District (DWD)  
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[dwdhumanresource@gmail.com](mailto:dwdhumanresource@gmail.com)  
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**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**