



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: September 10, 2021

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	Water Resources Facilities Operator Foreman	95	12	₱ 26,052	High School Graduate or Completion of relevant vocational/ trade course	8 hours of relevant training	2 years of relevant experience	Water Resources Facilities Operator (MC 10, s. 2013)	Core Competencies (LEVEL 2): Integrity, Consumer Focus, Efficiency & Innovativeness, Stewardship of Resources Organizational Competencies (LEVEL 2): Teamwork, Communication, Writing Skills, Initiative, Forward Thinking, Planning & Delivery, Data Gathering Leadership Competency: Level 2 (Mid Level) - 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	Water Resources Division
2	Senior Water Resources Facilities Operator A	113	10	₱ 21,205	High School Graduate or Completion of relevant vocational/ trade course	8 hours of relevant training	2 years of relevant experience	Water Resources Facilities Operator (MC 10, s. 2013 - Cat. II)	Core Competencies (LEVEL 1): Integrity, Consumer Focus, Efficiency & Innovativeness, Stewardship of Resources Organizational Competencies (LEVEL 1): Teamwork, Communication.	Water Resources 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)	
3	Clerk-Processor B	22	6	₱ 16,200	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 & Innovation; Stewardship of Resources); Organizational Competency: Level 1 - Basic (Teamwork and Communication)	Human Resource 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 September 27, 2021.

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), Rizal Avenue, Digos

dwdhumanresource@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.