

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: October 06, 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	Division Manager B	46	23	80003	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, Flexibility, Planning & Delivery, Data Gathering and Developing People; Technical Competency (Level 3): Accounting, Budgeting, Cash Management - Disbursements, cash Management -Collection, Service Delivery, 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
2	Utilities/Custom er Service Assistant D	71	6	17553	Completion of two years studies in college	None required	None Required	Career Service (Subprofession al) 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, Procurement Planning and Operations, Computer Skills, Data Management, Records Management	Customer Services Division

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3	Clerk-Processor B	39	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) - Service Delivery, Computer Skills, Data Management, Records Management	Administrative and General Services Division
4	Clerk-Processor B	42	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) - Materials/Supply/Inventory Management, Service Delivery, Computer Skills, Data Management, Records Management	Administrative and General Services Division
5	Storekeeper D	44	4	15586	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; Technical Competency: (Level 1) - Materials/Supply/Inventory Management, Service Delivery, Computer Skills, Data Management, Records Management	Administrative and General Services Division
6	Industrial Relations Development Assistant A	20	10	23176	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	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) - Learning and Development, Performance Management, Service Delivery, Computer Skills, Data Management, Records Management	Human Resource Division
7	Senior Water/Sewerage Maintenance Man A	138	12	29165	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	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	Construction and Maintenance Division
8	Senior Water/Sewerage Maintenance Man A	139	12	29165	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	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	Construction and Maintenance Division

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9	Water Resources Facilities Operator Foreman	108	12	29165	Highschool 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 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; Leadership Competency: Level 1- BASIC (Lead Person) 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
10	Cashiering Assistant	51	8	19744	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	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) - Cash Management- Collection, Service Delivery, Computer Skills, Data Management, Records Management	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 October 21, 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.