



Republic of the Philippines
DIGOS WATER DISTRICT

Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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: October 26, 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	Accounting Processor B	68	6	16,200.00	Completion of two years studies in college	None required	None required	Career Service (Sub Professional) First Level Eligibility	Core Competencies (LEVEL 1): Integrity, Consumer Focus, Efficiency & Innovativeness, Stewardship of Resources Organizational Competencies (LEVEL 1): Teamwork, Communication.	Finance Division
2	Utility Worker A	76	3	13,572.00	Must be able to read and write	None required	None required	None required	Core Competencies (LEVEL 1): Integrity, Consumer Focus, Efficiency & Innovativeness, Stewardship of Resources Organizational Competencies (LEVEL 1): Teamwork, Communication.	Customer Services Division
3	Executive Assistant B	3	17	39,986.00	Bachelor's Degree	4 hours of relevant training	1 year 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	Office of the General Manager

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4	Senior Researcher-Analyst B	6	15	33,575.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	<p>Core Competencies (LEVEL 2): Integrity, Consumer Focus, Efficiency & Innovativeness, Stewardship of Resources</p> <p>Organizational Competencies (LEVEL 3): Teamwork, Communication, Writing Skills, Forward Thinking, Planning & Delivery, Data Gathering.</p> <p>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</p>	Management Services Division
5	Automotive/Train Mechanic C	34	4	14,400.00	High School Graduate of Completion of relevant vocational/ trade course	None required	None required	Automotive Mechanic (Heavy Duty) MC 11, s. 96-Cat 1	<p>Core Competencies (LEVEL 1): Integrity, Consumer Focus, Efficiency & Innovativeness, Stewardship of Resources</p> <p>Organizational Competencies (LEVEL 1): Teamwork, Communication.</p>	Administrative and General Services Division
6	Utilities/ Customer Service Officer A	79	16	36,628.00	Bachelor's Degree	4 hours relevant training	1 year relevant experience	Career Service (Professional) Second Level Eligibility	<p>Core Competencies (LEVEL 2): Integrity, Consumer Focus, Efficiency & Innovativeness, Stewardship of Resources</p> <p>Organizational Competencies (LEVEL 3): Teamwork, Communication, Writing Skills, Forward Thinking, Planning & Delivery, Data Gathering.</p> <p>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</p>	Customer Accounts Division

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7	Industrial Relations Management Assistant A	20	10	21,205.00	Completion of two years studies in college	8 hours of relevant training	2 year of relevant experience	Career Service (Sub Professional) First Level Eligibility	Core Competencies (LEVEL 1): Integrity, Consumer Focus, Efficiency & Innovativeness, Stewardship of Resources Organizational Competencies (LEVEL 1): Teamwork, Communication.	Human Resource Division
	-NOTHING FOLLOWS-									

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 November 10, 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.