



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: November 12, 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/ Sewerage Maintenance Man B	134	6	16,200.00	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
2	Water /Sewerage Maintenance Man C	135	4	14,400.00	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
3	Water/ Sewerage Maintenance Man A	146	8	18,251.00	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
4	Clerk- Processor B	150	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.	Construction and Maintenance Division

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5	Water/ Sewerage Maintenance Man C	151	4	14,400.00	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
6	Senior Water/ Sewerage Maintenance Man A	129	12	26,052.00	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	None Required (MC 10, s. 2013 - Cat III)	Core Competencies: Level 2 - Intermediate (Integrity, Consumer Focus, Efficiency and Innovativeness, 0 Stewardship of Resources); Organizational Competencies: Level 2- Intermediate (Teamwork, Communication, Writing Skills, Forward Thinking, Planning & Delivery, Data Gathering); Leadership Competencies: Level 1 - Lead Person- Basic (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
7	Utility Worker B	35	1	12,034.00	Must be able to read and write	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.	Administrative and General Services Division

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8	Precision Instrument Repair and Maintenance Services Chief	26	15	33,575.00	High School Graduate or Completion of relevant vocational/ trade course	16 hours of relevant training	3 years of relevant experience	Mechanical/ Electrical Equipment Operator (MC 10, s. 2013, Cat II)	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	Administrative and General Services Division
9	Clerk - Processor B	44	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.	Administrative and General Services Division
10	Utility Worker B	47	1	12,034.00	Must be able to read and write	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.	Administrative and General Services Division
11	Utility Worker B	107	1	12,034.00	Must be able to read and write	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.	Water Resources Division
12	Utility Worker B	108	1	12,034.00	Must be able to read and write	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.	Water Resources Division

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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 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.