

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 24, 2024

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	113	12	30705	High School Graduate or Completion of relevant vocational/trad e 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, Writing Skills, Computer Skills, Data Management and Records Management	Water Resources Division
2	Cashier D	52	10	24381	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 2): Teamwork, Communication, Flexibility, Planning & Delivery, Data Gathering. Technical Competency (Level 2): Cash Management - Disbursement, Cash Management - Collection, Service Delivery, Computer Skills, Data Management, Records Management,	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)	
3	Utilities/Customer Service Assistant A	72	12	30705	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	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, Writing Skills, Computer Skills, Data Management and Records Management	Customer Services Division
4	Utility Worker A	90	3	15265	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; Technical Competency: (Level 1) - Service Delivery, Data Management	Construction and Maintenance Division
5	Utility Worker A	157	3	15265	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; Technical Competency: (Level 1) - Service Delivery, Computer Skills, Data Management	Customer Accounts Division
6	Accounting Processor A	64	8	20534	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	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) - Accounting, Service Delivery, Computer Skills, Data Management, Records Management	Finance Division
7	Cashiering Assistant	54	8	20534	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	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) - Cash Management - Disbursement, Cash Management - Collection, Cash Management- Disbursement, 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 November 8, 2024.

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. FRANKLIN S. RETES**

Acting General Manager

Digos Water District ((DWD)

[digoswaterdistrict.rsp@gmail.com](mailto:digoswaterdistrict.rsp@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**