



CALABANGA WATER DISTRICT
San Antonio, Calabanga, Camarines Sur

OFFICE OF THE HUMAN RESOURCE MANAGEMENT

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(Annex A)
Notice of Vacancy Form No. 1

NOTICE OF VACANCY
(For posting in conspicuous places)

August 7, 2023

Position:	ACCOUNTING PROCESSOR B	Salary Grade:	6
Section:	Finance, Accounting & Budget	Monthly Salary:	17,553.00
Item No.:	24	Office:	Calabanga Water District

Minimum Qualification Standards

Education:	Completion of two years in college
Training:	None
Experience:	None
Eligibility:	Career Service (Sub Professional) first level eligibility

Additional Qualification Preferred

Education:	
Training:	
Experience:	
Competency:	

Brief description of the general function of the position:

1. Prepare disbursement voucher/claims.
2. In-charge of BIR tax remittances.
3. Prepares accounting reports:
 - a. Receipts and issuances of inventories.
 - b. Property Plant & Equipment
4. Perform other duties that may be assigned from time to time.

Note: All qualified next-in-rank shall be automatically considered candidates for promotion. However, the candidate has to submit updated Personal Data Sheet to the Human Resource Management Section. Failure to do so will automatically waive one's right to be included as candidate.

Others who are interested and qualified shall submit the following documents to the Human Resource Management Section, Calabanga Water District, San Antonio, Calabanga, Camarines Sur:


1. Application letter addressed to the General Manager, thru the Human Resource Officer;
2. Fully accomplished Personal Data Sheet with recent passport-sized picture (CS Form 212 Revised 2017) which can be downloaded at www.csc.gov.ph
3. Performance rating in the last rating period (if applicable);
4. Authenticated copy of Civil Service Certificate of Eligibility;
5. Authenticated copy of Transcript of records/Diploma.

The CALABANGA WATER DISTRICT upholds Equal Employment Opportunity Principle: "that there shall be no discrimination in selection of employees on account of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation or other similar factors/ personal circumstances which run counter to the principles of merit, fitness for the job and equal opportunity."


APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED

Deadline of Submission: **AUGUST 31, 2023**

Prepared by:


BETTY B. VIOLA
Administrative/General Services Chief C

Certified correct:


ENGR. CELEDONIO I. TOLENTINO JR.
General Manager C

"WE CARE"

Tel. No. Local (054) 881-9188 | 881-0063

Website: www.cawadi.gov.nh | Email: calabangawdhr@gmail.com