



CALABANGA WATER DISTRICT  
San Antonio, Calabanga, Camarines Sur

OFFICE OF THE HUMAN RESOURCE MANAGEMENT

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CS Form No. 9  
Series of 2017

PUBLICATION OF VACANT POSITION  
November 4, 2021

| Position/Office   | Salary Grade/<br>Monthly Salary  | Plantilla Item No. | Qualification Standards               |                 |               |   | Area of Assignment          |
|---|--|--------------------|---------------------------------------|-----------------|---------------|---|-----------------------------|
|   |  |                    | Education                             | Work Experience | Training      | Eligibility   |                             |
| Accounting Processor B<br><br>Finance & Commercial<br>Division  | 6<br><br>16,200.00   | 24                 | Completion of two<br>years in college | None Required   | None Required | Career Service (Sub<br>professional) First<br>Level Eligibility | Calabanga,<br>Camarines Sur |
| Brief Description of the<br>General Function of the<br>Position | 1. Prepare disbursement voucher/claims.<br>2. In-charge of BIR tax remittances.<br>3. Prepares accounting report of the following:<br>a. Receipts and issuances of inventories.<br>b. Property Plant & Equipment<br>4. Perform other duties that may be assigned from time to time.<br>a. Prepares Individual Performance & Commitment Review (IPCR) |                    |                                       |                 |               |   |                             |

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."

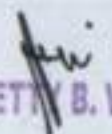
Interested and qualified applicants should be signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **NOVEMBER 17, 2021**.

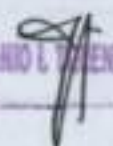
Documents:

1. Fully accomplished Personal Data Sheet with recent passport-sized picture (CS Form 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. Authenticated copy of Civil Service Certificate of Eligibility;
4. Authenticated copy of Transcript of records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

**BETTY B. VIOLA**  
Administrative/General Services Chief C  
Calabanga Water District  
[calabangawdhr@gmail.com](mailto:calabangawdhr@gmail.com)

  
BETTY B. VIOLA

  
CELEDONIO L. VENTING, JR.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED

"WE CARE"

Tel. No. Local (054) 881-9188 | 881-0063 | 470-2000  
Website: [www.cawadi.gov.ph](http://www.cawadi.gov.ph) | Email: [calabangawdhr@gmail.com](mailto:calabangawdhr@gmail.com)





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| Position/Office   | Salary Grade/<br>Monthly Salary  | Plantilla Item No. | Qualification Standards |                 |               |   | Area of Assignment          |
|---|--|--------------------|-------------------------|-----------------|---------------|---|-----------------------------|
|   |  |                    | Education               | Work Experience | Training      | Eligibility   |                             |
| Water Sewerage<br>Maintenance Man C<br><br>Engineering & Construction<br>Division | 4<br><br>14,400.00   | 49                 | Elementary Graduate     | None Required   | None Required | None Required (MC<br>11, s, 96 CAT III as<br>amended by CSC<br>MC 10, s. 2013 -<br>CAT III) | Calabanga,<br>Camarines Sur |
| Brief Description of the<br>General Function of the<br>Position                   | 1. Perform all kinds of plumbing job such as:<br>a. Installation of new connection and reconnection of disconnected connections.<br>b. Meter repairs, replacement and relocations of water meter.<br>2. Execute disconnection of service connection.<br>3. Perform other duties that may be assigned from time to time.<br>a. Prepares Individual Performance & Commitment Review (IPCR) |                    |                         |                 |               |   |                             |

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|---|--|--------------------|-------------------------|-----------------|---------------|---|-----------------------------|
|   |  |                    | Education               | Work Experience | Training      | Eligibility   | Area of Assignment          |
| Courier<br><br>Finance & Commercial<br>Division                 | 2<br><br>12,790.00   | 46                 | Elementary Graduate     | None Required   | None Required | None Required (MC<br>11, s, 96 CAT III as<br>amended by CSC<br>MC 10, s. 2013 -<br>CAT III) | Calabanga,<br>Camarines Sur |
| Brief Description of the<br>General Function of the<br>Position | 1. Meter reads service and inspect physical appearance of the water meter and prepares list of concessionaires based on the findings.<br>2. Serve disconnection order and delivers water bills in all-weather condition.<br>3. Execute disconnection of service connection and replacement of water meter.<br>4. Perform other duties that may be assigned from time to time.<br>a. Prepares Individual Performance & Commitment Review (IPCR) |                    |                         |                 |               |   |                             |

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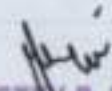
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|---|---|--------------------|---|-----------------|---------------|--|-----------------------------|
|   |   |                    | Education   | Work Experience | Training      | Eligibility  | Area of Assignment          |
| Draftsman B<br>Engineering & Construction<br>Division           | 6<br>16,200.00  | 51                 | Completion of two<br>years studies in college<br>or high school<br>graduate with relevant<br>vocational/trade<br>course | None Required   | None Required | Career Service (Sub-<br>Professional)<br>Draftsman (MC 11, s,<br>96 CAT I as amended<br>by CSC MC 10, s.<br>2013 - CAT II) | Calabanga,<br>Camarines Sur |
| Brief Description of the<br>General Function of the<br>Position | 1. Create technical drawings based on given specifications and calculations; and incorporate these specifications into drawings and plans.<br>2. Calculate structural strength.<br>3. Assess building capacity limits and estimating construction cost.<br>4. Perform other duties that may be assigned from time to time.<br>a. Prepares Individual Performance & Commitment Review (IPCR) |                    |   |                 |               |  |                             |

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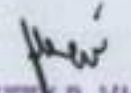
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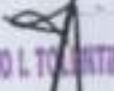
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