



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
September 28, 2021

Position/Office	Salary Grade/ Monthly Salary	Plantilla Item No.	Qualification Standards				Area of Assignment
			Education	Work Experience	Training	Eligibility	
Storekeeper D Administrative/General Services Division	4 14,400.00	43	Elementary School Graduate	None Required	None Required	None Required (MC 11, s, 96-CAT III)	Calabanga, Camarines Sur
Brief Description of the General Function of the Position	1. Maintains current custodial records of stocks and inventory. 2. Conduct periodic inventories and reconcile inventory records. 3. Storekeeping of commonly used supplies. 4. Inspects, receives and accepts all delivered materials and reconciles with Purchase orders to assure quantity and quality of items, tracks damages, discrepancies on orders received, and prepares necessary reports thereon. 5. Perform other duties that may be assigned from time to time: a. Prepares Individual Performance and 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 OCTOBER 11, 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
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

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 | Email: calabangawdhr@gmail.com



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Driver Engineering Division	4 14,400.00	50	Elementary School Graduate	None Required	None Required	Driver's License (MC 11, s, 96-CAT III)	Calabanga, Camarines Sur
Brief Description of the General Function of the Position	1. Perform driving works relative to official business. 2. Undertakes maintenance/repair works on assigned vehicles. 3. Prepares required document/s: a. Vehicle Trip Ticket b. Fuel Requisition Slips c. Report in the performance of the said job. 4. Perform other duties that may be assigned from time to time: a. Prepares Individual Performance and Commitment Review (IPCR)						

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Water Sewerage Maintenance Man A Engineering Division	8 18,251.00	48	Elementary School Graduate	1 year Relevant Experience	4 hrs. Relevant Training	None Required (MC 11, s, 96-CAT III)	Calabanga, Camarines Sur
Brief Description of the General Function of the Position	1. Maintain record of work accomplishment, materials, equipment and labour required. 2. Maintain record of water meters, service connection and transmission and distribution system. 3. Appraise and investigate application for new connection. 4. Supervise labor hired. 5. Implement disconnection order. 6. Supervise installation of service connection. 7. Perform other duties that may be assigned from time to time: a. Prepares Individual Performance and Commitment Review (IPCR)						

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BETTY B. VIOLA


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Utility Worker B Engineering Division	1 12,034.00	52	Must be able to read and write	None Required	None Required	None Required (MC 11, s, 96-CAT III)	Calabanga, Camarines Sur
Brief Description of the General Function of the Position	1. Performs all kinds of plumbing job and other water quality activity. a. Assist collection of water sampling. b. Assist cleaning of intake box. c. Assist in the scheduled flushing. 2. Perform other duties that may be assigned from time to time: a. Prepares Individual Performance and Commitment Review (IPCR)						

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Handwritten signature and initials

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Water/Sewerage Maintenance Man Foreman Engineering Division	14 30,799.00	47	High School Graduate or Completion of Relevant Vocational/Trade Course	3 years Relevant Experience	16 hrs. Relevant Training	None Required (MC 11, s, 96-CAT III)	Calabanga, Camarines Sur
Brief Description of the General Function of the Position	1. Prepare work plan. 2. Assign work activity, projects and program. 3. Evaluate, monitor, review, workflow, work products, methods and procedure. 4. Makes periodic checks of the system to determine repair. 5. Provide routinely maintenance to keep proper operation of the distribution line and service line. 6. Makes requisition of spare parts purchase for the system as need arises. 7. Inspect and direct servicing of service connection. 8. Perform other duties that may be assigned from time to time: a. Prepares Individual Performance and Commitment Review (IPCR)						

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Water Resources Facilities Tender B Engineering Division	4 14,400.00	53	Elementary School Graduate	None Required	None Required	None Required (MC 11, s, 96-CAT III)	Calabanga, Camarines Sur
Brief Description of the General Function of the Position	1. In-charge for the over-all security of the water source and untoward incidents should always be reported to the management and other agencies for proper action. 2. Responsible in chlorinating water from the source going to service area. 3. Responsible for maintaining the cleanliness and sanitation of the intake box and chlorinating facility. 4. Maintain good operating condition of the intake box and chlorinating facility. 5. Perform other duties that may be assigned from time to time: a. Prepares Individual Performance and Commitment Review (IPCR)						

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