



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)

December 15, 2022

Position:	WATER SEWERAGE MAINTENANCE MAN C	Salary Grade:	4
Section:	Engineering Section	Monthly Salary:	14,993.00
Item No.:	30	Office:	Calabanga Water District
Minimum Qualification Standards			
Education:	Elementary school Graduate		
Training:	None Required		
Experience:	None Required		
Eligibility:	None Required (MC 11, s, 96 – CAT III as amended by CSC MC 10, s, 2013 – CAT III)		
Additional Qualification Preferred			
Education:			
Training:			
Experience:			
Competency:			
Brief description of the general function of the position:			
<ol style="list-style-type: none"> 1. Perform all kinds of plumbing jobs such as: <ol style="list-style-type: none"> c) Installation of new and reconnection of disconnected connections; d) Meter repairs, replacement and relocations of water meter. 2. Execute disconnection of service connection. 3. Performs other duties that may be assigned from time to time. 			
<p>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.</p>			
<p>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:</p> <ol style="list-style-type: none"> 1. Application letter addressed to the General Manager, thru the Human Resource Officer; 2. Fully accomplished and notarized 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. 			
<p>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."</p>			
APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED			
Deadline of Submission: JANUARY 12, 2023			
Prepared by:	Certified correct:		
 BETTY B. VIOLA Administrative/General Services Chief C	 ENGR. CELEDONIO I. TOLENTINO JR. General Manager C		

"WE CARE"

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