

Republic of the Philippines
KABANKALAN WATER DISTRICT
Request for Publication of Vacant Positions

RECEIVED

ESPER HERMINIO G. LEGASTE
HR SPECIALIST I
JUL 13 2023 TIME: 11:32

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the KABANKALAN WATER DISTRICT in the CSC website:

Sheila Guilot
SHEILA GUILLOT-GUADALUPE

Admin. Division Manager

Date: July 13, 2023

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	Secretary	KWD-2014-002	9	21211	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		KCWD-Office of the General Manager
2	Administrative Services Aide	KWD-2014-014	4	15586	Elementary School Graduate	None Required	None Required	None Required (MC II, s. 96- Cat.III)		KCWD-Admin/ & Finance Division
3	Water Maintenance Man B	KWD-2014-040	6	17553	Elementary School Graduate	None Required	None Required	None Required (MC II, s. 96- Cat.III)		KCWD- Operations Division

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 July 24 2023.

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;
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:

Sheila Guilot
SHEILA GUILLOT-GUADALUPE
Admin. Division Manager
Cor. Rizal-Tayum Sts., Kabankalan City
kcwd_negros@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.