

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

CIVIL SERVICE COMMISSION
NEGROS OCCIDENTAL FIELD OFFICE
RECEIVED

ESPER HERMINIO G. LEGASTE
SPECIALIST I
DATE: 07 NOV 2024 TIME: 11:57

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 GILOT-GUADALUPE

Admin. Division Manager

Date: November 7, 2024

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	Administration Services Assistant C	KWD-2014-010	8	20534	Completion of two years studies in college	4 hours of relevant training	1 year of relevant training	Career Service (Subprofessional) First Level Eligibility		KCWD- Admin. /& Finance Division
2	Cashiering Assistant	KWD-2014-011	8	20534	Completion of two years studies in college	4 hours of relevant training	1 year of relevant training	Career Service (Subprofessional) First Level Eligibility		KCWD- Admin. /& Finance Division
3	Customer Services Assistant C	KWD-2014-021	8	20534	Completion of two years studies in college	4 hours of relevant training	1 year of relevant training	Career Service (Subprofessional) First Level Eligibility		KCWD- Commercial Division
4	Customer Services Assistant C	KWD-2014-022	8	20534	Completion of two years studies in college	4 hours of relevant training	1 year of relevant training	Career Service (Subprofessional) First Level Eligibility		KCWD- Commercial 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 November 18, 2024.

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 GILOT-GUADALUPE

Admin. Division Manager

Cor. Rizal-Tayum Sts., Kabankalan City

kcwd_negros@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.