

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

Electronic copy to be submitted to the CSC FO
must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

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


RHENEMIE AGUILAR
HRMO

Date: 10/24/2022

No.	Position Title (Parenthetical Title if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency applicable (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Cashier B	MURCIAWD-2020-008	14	32,321.00	Bachelor's Degree	4 hours of relevant training	One (1) year of relevant experience	Career Service (Professional)/Second Level Eligibility	1. Computer Literacy Skills 2. Basic Bookkeeping 3. Dependability	
2	Collection Assistant	MURCIAWD-2013-005	6	16,877.00	Completion of two (2) years studies in college	None Required	None Required	Career Service (Subprofessional)/First Level Eligibility	1. Accepting payments 2. Computer Literacy Skills 3. Basic math skills	
3	Customer Service Assistant E	MURCIAWD-2013-011	4	14,993.00	Completion of two (2) years studies in college	None Required	None Required	Career Service (Subprofessional)/First Level Eligibility	1. Excellent customer service 2. Clear communication skills 3. Computer Literacy Skills	
4	Water Maintenance Man A	MURCIAWD-2017-003	8	18,998.00	Elementary School Graduate	4 hours of relevant training	One (1) year of relevant experience	None Required	1. Proficient in Microsoft Office 2. Knowledgeable in plumbing/service connection materials 3. Administrative skills 4. Customer service skills	
5	Water Resources Facilities Tender A	MURCIAWD-2020-005	5	15,909.00	Elementary School Graduate	None Required	None Required	None Required	1. Knowledgeable in plumbing/service connection materials 2. Knowledgeable in computing/converting flow rates measurement 3. Knowledgeable in operating pumping station facilities 6. Willing to be assigned on night shift duty	
6	Accounting Processor A	MURCIAWD-2014-001	8	18,998.00	Completion of two (2) years studies in college	4 hours of relevant training	One (1) year of relevant experience	Career Service (Subprofessional)/First Level Eligibility	1. Financial Reporting 2. Spreadsheet proficiency 3. Computer literacy skills	

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 10, 2022**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (OS 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:

RHENEMIE AGUILAR
HRMO
Dinsay St. Brgy. Zone 4, Murcia Neg. Occ.
murciawaterdistrict@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.