

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

TO: CIVIL SERVICE COMMISSION (CSC)

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



ROWENA N DELA CRUZ
Acting HRMO
Date: July 26, 2022

No.	Position Title (Parentetical Title, if applicable)	Plantilla Item No.	Salary/ Job Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Toolkeeper	13	3	14,125	Elementary School Graduate	None required	None required	None required (MC II, s. 96 - Cat. III)		Talavera Water District
2	Administrative Services Aide	26	4	14,993	Elementary School Graduate	None required	None required	None required (MC II, s. 96 - Cat. III)		Talavera Water District
3	Data Encoder	32	7	17,899	Completion of two years studies in College or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Subprofessional) Data Encoder (MC II, s. 96 - Cat I) First Level Eligibility		Talavera Water District
4	Water Resources Facilities Operator C	52	4	14,993	High School Graduate or Completion of relevant vocational/ trade course	None required	None required	Water Resources Facilities Operator (MC II, s. 96 - Cat I)		Talavera Water District
5	Water Maintenance Man A	71	8	18,998	Elementary School Graduate	4 hours of relevant training	1 year of relevant experience	None required (MC II, s. 96 - Cat. III)		Talavera Water District
6	Welder B	83	6	16,877	Elementary School Graduate	None required	None required	Welder (MC II, s. 96 -Cat. I) Pipefitter or Plumber		Talavera Water District
7	Plumber C	102	3	14,125	Elementary School Graduate	None required	None required	None required (MC II, s. 96 - Cat. I)		Talavera Water District

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 August 05, 2022.

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:

ROWENA N DELA CRUZ
Acting HRMO
042 Diaz St., Pagasa Dist., Talavera, NE
finance@talaverawd.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.