

Republic of the Philippines
TALAVERA 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 TALAVERA WATER DISTRICT in the CSC website:

ROWENA N DELA CRUZ
Acting HRMO

Date: April 28, 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	Water Resources Facilities Operator C	60	4	14,993	High School Graduate or Completion of relevant vocational/ trade course	None required	None required	Water Resources Facilities Operator (MC 11, s. 96 - Cat. I)		Talavera Water District
2	Secretary C	4	6	16,877	Completion of two (2) years studies in College	None required	None required	None required		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 May 08, 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:

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.