

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: January 23, 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	Industrial Relations Management Assistant B	8	8	18,998	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Talavera Water District
2	Cashiering Assistant	19	8	18,998	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility		Talavera Water District
3	Accounting Processor B	20	6	16,877	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Talavera Water District
4	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
5	Public Relations Assistant B	29	8	18,998	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Talavera Water District
6	Data Controller	31	9	20,340	Completion of two years studies in College or High School Graduate with relevant vocational/ trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, s.96 - Cat I) First Level Eligibility		Talavera Water District
7	Data Encoder	33	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 11, s.96 - Cat I) First Level Eligibility		Talavera Water District

8	Water Maintenance Man C	44	4	14,993	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)		Talavera Water District
9	Water Maintenance Man C	64	4	14,993	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)		Talavera Water District
10	Supervising Engineer B	66	17	41,508	Bachelor's degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080		Talavera Water District
11	Water Maintenance Man C	82	4	14,993	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)		Talavera Water District
12	Welder B	83	6	16,877	Elementary School Graduate	None required	None required	Welder (MC II, s. 96 -Cat. I)		Talavera Water District
13	Driver	85	4	14,993	Elementary School Graduate	None required	None required	Driver License (MC II, s. 96 - Cat. II)		Talavera Water District
14	Water Maintenance Man C	91	4	14,993	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)		Talavera Water District
15	Water Maintenance Man C	92	4	14,993	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)		Talavera Water District
16	Water Maintenance Man C	93	4	14,993	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)		Talavera Water District
17	Engineering Aide B	104	4	14,993	High School Graduate or Completion of relevant vocational/ trade course	None required	None required	None required (MC 11, s. 96 - Cat. III)		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 February 02, 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](http://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., Pag-asa Dist., Talavera, N E  
[finance@talaverawd.com](mailto:finance@talaverawd.com)



APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.