

Republic of the Philippines
SABLAYAN WATER DISTRICT

V A C A N T P O S I T I O N S

Date: **June 21, 2021**

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	Instrument Technician A	40	8	18,251.00	High School Graduate or Completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Equipment Technician (MC 10 s. 2013-Cat. II)	N/A	Engineering & Production Division
2	Records Assistant	41	8	18,251.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Admin., Finance & Commercial Division

See attached duties and responsibilities:

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 **July 5, 2021**.

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. CS Form No. 212 Attachment - Work Experience Sheet
3. Performance rating in **the last rating period** (if applicable);
4. Photocopy of Transcript of Records (Bring original copy for verification)
5. Photocopy of Certificate of Training, Eligibility, Rating, License (Bring original copy for verification)
6. Photocopy of Certificate of Employment (if applicable)
7. Other pertinent documents

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

CHERYL JOY E. CUTARAN
 HRMO Designate
 Sablayan Water District
 Buenavista, Sablayan, Occidental Mindoro
sablayanwaterdistrict.hr@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

***Note:** This office highly encourages all interested and qualified applicants including Persons with Disability (PWD), members of indigenous communities and those from any Sexual Orientation and Gender Identities (SOGI)

Approved for posting:

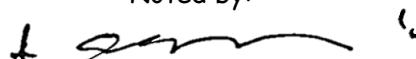

JOSE M. ABELEDA, JR.
 General Manager C

Republic of the Philippines
SABLAYAN WATER DISTRICT

JOB DESCRIPTION OF VACANT POSITIONS

No.	Position Title	Duties and Responsibilities
1	Instrument Technician A	<p>1) Design, construct, install, modify, maintain and repair of electrical and electronic circuits including machinery, motors, instrumentation, plant control system components and related devices.</p> <p>2) Monitors electrical equipment and system for operation condition and performance, including predictive and advance diagnostic testing; preventive and corrective electrical maintenance used in collection, transmission and treatment of water in a variety of facilities found in a water system.</p> <p>3) Do other related tasks.</p>
2	Records Assistant	<p>1) Provide assistance to the records management and staff in managing office records.</p> <p>2) Provide assistance to the administration in managing and maintaining records.</p> <p>3) Compile, gather and organize reports, documents and records.</p> <p>4) Keep records in a safe and secure manner under lock and key.</p> <p>5) Make available of all records for viewing and processing for the concerned personnel.</p> <p>6) Coordinate with other departments in maintaining and managing records, reports and documents.</p> <p>7) Maintain and update records, reports and documents in a database.</p> <p>8) Ensure compliance of corporate procedures and guidelines.</p> <p>9) GAD Focal Person</p> <p>10) Do other HR/administrative functions.</p>

Noted by:


JOSE M. ABELEDA, JR.
General Manager C