

Republic of the Philippines  
SABLAYAN WATER DISTRICT

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

Date: February 26, 2020

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	Clerk-Processor B	8	6	15,524.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-professional) First Level Eligibility	N/A	Admin., Finance & Commercial Section
2	Administrative Services Aide	9	4	13,807.00	Elementary School Graduate	None Required	None Required	None Required (MC 10 s. 2013-Cat. III)	N/A	Admin., Finance & Commercial Section
3	Utility Worker A	25	3	13,019.00	Must be able to read and write	None Required	None Required	None Required (MC 10, s. 2013-Cat. III)	N/A	Engineering and Production
4	Instrument Technician A	40	8	17,505.00	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 and Production
5	Water Resources Facilities Operator C	36	4	13,807.00	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	Water Resources Facilities Operator (MC 10, s. 2013-Cat. II)	N/A	Engineering and Production

*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 **March 6, 2020**.

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. 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  
Buenavista, Sablayan, Occidental Mindoro  
[sablayan.waterdistrict@gmail.com](mailto:sablayan.waterdistrict@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)**

Noted by:

  
**JOSE M. ABELEDA, JR.**  
General Manager C