

NOTICE OF VACANT POSITION



The **Butuan City Water District** announces the following vacant position for qualified applicants:

Position/Office	Salary Grade/ Annual Salary	Item No.	Qualification Standards			
			Education	Work Experience	Training	Eligibility
MINUTES / AGENDA OFFICER B / Office of the Board of Directors	11 / P 235,440.00	2	Bachelor's Degree	None required	None required	CS Professional (2 nd Level Eligibility)
Brief Description of the General Function of the Position	Acts as Board Secretariat during board meetings.					
Required Competencies						
Preference:						
<ol style="list-style-type: none"> At least two (2) years experience in preparing minutes of board meetings in line with water utilities, specifically under the Office of the Board of Directors. Considerable knowledge of standard secretarial practices and of business English, computer language, modern office equipment. Considerable knowledge of District or LWDs organization, operations, policies and objectives. 						
Expertise:						
<ol style="list-style-type: none"> Considerable skills in operation of a computer – Word, Excel, PowerPoint. Ability to communicate effectively in English both oral and written. 						

Interested and qualified applicants should signify interest in writing. Attach the following documents to the application letter and sent to the address below not later than June 30, 2017. The assessment process will start on July 5, 2017.

- Fully accomplished Personal Data Sheet with recent passport-sized picture (CS Form 212 Revised 2005) which can be downloaded at www.csc.gov.ph
- Performance ratings in the last two (2) semesters preceding this publication
- Photocopy of Civil Service Certificate of Eligibility
- Photocopy of Transcript of Records

Send to:

Engr. ANSELMO L. SANG TIAN
General Manager A
Butuan City Water District





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ATTORNEY IV / Office of the General Manager	23 / P 699,720.00	6	Bachelor of Laws	2 Years of Relevant Experience	8 Hours of Relevant Training	RA 1080
Brief Description of the General Function of the Position	Performs legal services of considerable complexity and BCWD impact on a broad range of legal and policy matters; provides expert legal and policy advice to the BCWD Board of Directors, GM and managers in areas of corporate law, water resources and environmental law; conducts legal research and drafts legal documents; and represents the District in complex litigation cases, administrative hearings and specialized multi-party negotiations.					
Required Competencies						
Preference:						
- At least three (3) years experience in litigation civil and/or criminal.						
Expertise:						
- Simple money claims - Corporate legal governance (Government Owned and Controlled Corporation)						

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COURIER / Office of the General Manager	2 / P 128,004.00	9	Elementary School Graduate	None required	None required	None Required (MC 11, s.96 - Cat. III)
Brief Description of the General Function of the Position	Maintains appropriate housekeeping activities and in the Office of the General Manager, OBD, CREAD & IAD and responsible for receipt and delivery of various communications, notices and press releases. Assist in various meetings/activities of OGM/BOD and CREAD/IAD. Assist operation of office machines and other clerical activities. Responds to after-hour emergencies as requested. Handling confidential information/or high value documents/ items including cash					
Required Competencies						
Preference:						
<ul style="list-style-type: none"> - At least two (2) years in college or its equivalent - Computer literate 						
Expertise:						
<ul style="list-style-type: none"> - Provision of basic customer service - Knowledge of local geographical area - At least two (2) years experience in this field 						

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			Education	Work Experience	Training	Eligibility
SR. CORPORATE PLANNING ANALYST / Management Services Department	16 / P 360,528.00	12	Bachelor's Degree Relevant to the Job	1 Year of Relevant Experience	4 Hours of Relevant Training	CS Professional (2 nd Level Eligibility)
Brief Description of the General Function of the Position	Directs the activities of the Corporate Planning.					
Required Competencies						
<p>Preference:</p> <ul style="list-style-type: none"> - 4-year course preferably BS Accountancy or any related Business Administration graduate. <p>Expertise:</p> <ul style="list-style-type: none"> - At least two (2) years experience in corporate planning function especially conducting performance evaluation and project implementation monitoring 						

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			Education	Work Experience	Training	
PUBLIC RELATIONS ASSISTANT B / Management Services Department	8 / P 189,816.00	17	Completion of two years Studies in College	1 Year of Relevant Experience	4 Hours of Relevant Training	CS Sub-Professional (1 st Level Eligibility)
Brief Description of the General Function of the Position	Provides assistance in the preparation and implementation of Community Relations and External Affairs Projects.					

Required Competencies

Preference:

1. Bachelor's degree relevant to the job (Journalism, Communication, English, Literature, Creative Writing, Marketing or any communication-related courses or at least 18 units of English or communication subjects)
2. Civil Service eligibility required

Expertise:

1. Good command in English both oral and written.
2. Computer literate with advanced knowledge in Adobe (Photoshop, Illustrator and Indesign) or Corel (Photopaint and Draw), Microsoft Publisher and Video Editing.
3. Knowledge in Photography and usage of DSLR and Video Camera.
4. Knowledge in publication preparation and production.
5. Skills in Community Development and/or Marketing.
6. At least one (1) year experience in lay-outing and video editing.

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CLERK PROCESSOR B / Management Services Department	6 / P 166,212.00	18	Completion of two years Studies in College	None required	None required	CS Sub- Professional (1 st Level Eligibility)
Brief Description of the General Function of the Position	Provides clerical support services in the development and implementation of Community Relations and External Affairs programs.					
Required Competencies						
<p>Preference:</p> <ol style="list-style-type: none"> College graduate with at least 12 units of English or Communication subjects. Civil Service eligibility required <p>Expertise:</p> <ol style="list-style-type: none"> Good command in English both oral and written Computer literate with basic knowledge in Microsoft Office, Adobe (Photoshop and Indesign) or Corel (Photopaint and Draw), Microsoft Publisher and Video Editing. Knowledge in publication preparation and production. 						

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DATA ENCODER- CONTROLLER / Management Services Department	10 / P 218,604.00	22	Completion of two years Studies in college or High School Graduate with relevant vocational/tra de course	2 Years of Relevant Experience	8 Hours of Relevant Training	CS Sub- Professional Data Encoder MC 11, s. 96 - Cat. I (1 st Level Eligibility)
Brief Description of the General Function of the Position	Responsible for data processing and data security and control.					
Required Competencies						
Preference:						
<ol style="list-style-type: none"> 1. Education related to IT course and Computer Science 2. At least 2-3 years working knowledge in data encoding, data processing and security and control. 						
Expertise:						
<ol style="list-style-type: none"> 1. Working knowledge and understanding in data control and security and database management. 						

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			Education	Work Experience	Training	Eligibility
DATA CONTROLLER / Management Services Department	9 / P 203,832.00	23	Completion of two years Studies in College or High School Graduate with relevant vocational/tra de course	1 Year of Relevant Experience	4 Hours of Relevant Training	CS Sub- Professional Data Encoder MC 11, s. 96 - Cat. I (1 st Level Eligibility)
Brief Description of the General Function of the Position	Responsible for data encoding processing and controlling.					
Required Competencies						
Preference:						
- One (1) year of actual data encoding and processing work experience.						
Expertise:						
- Working knowledge in data encoding and processing.						

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SR. INTERNAL CONTROL OFFICER B / Management Services Department	16 / P 360,528.00	27	Bachelor's Degree Relevant to the Job	1 Year of Relevant Experience	4 Hours of Relevant Training	CS Professional (2 nd Level Eligibility)
Brief Description of the General Function of the Position	Takes charge in initiating the development of operating standards and control measures to be adopted to guard against and prevent/minimize loss, misuse, improper or wasteful use of supplies or properties of the District.					

Required Competencies

Preference:

1. At least two (2) years experience in auditing/accounting works.
2. Certified Public Accountant (CPA)

Expertise:

1. Computer literate (Microsoft Word, Excel and PowerPoint)
2. Has good writing communication skills.

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DIVISION MANAGER A / Administrative Services Department-General Services Division	24 / P 772,992.00	42	Masteral Degree	4 years in position/s involving management and supervision	24 hours of training in management and supervision	CS Professional (2 nd Level Eligibility)
Brief Description of the General Function of the Position	Responsible in the general administration and supervision of the General Services Division.					
Required Competencies						
Preference:						
<ol style="list-style-type: none"> 1. At least five (5) years experience in management and administration. 2. 16 hours training on safety and risk management 3. Adequate knowledge on building code. <p>Knowledge on:</p> <ol style="list-style-type: none"> 1. Five Contingencies Planning 2. Fire Safety Code Implementation 3. Familiarization on Contract of Security 4. Security Plan Implementation 						

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			Education	Work Experience	Training	Eligibility
DRIVER / Administrative Services Department	4 / P 145,860.00	47	Elementary School Graduate	None Required	None Required	Driver's License (MC 11, s. 96 - Cat. II)
Brief Description of the General Function of the Position	Transport passengers, equipment and supplies to their destinations; maintains housekeeping, performs routine check-up and mini repairs of vehicles.					
Required Competencies						
Preference:						
<ol style="list-style-type: none"> 1. Driver's License Code 123 2. At least High School graduate. 						
Expertise:						
<ol style="list-style-type: none"> 1. At least 2 to 5 years driving experience 2. Basic engine maintenance of L300 van. 						

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			Education	Work Experience	Training	Eligibility
DRIVER / Administrative Services Department	4 / P 145,860.00	51	Elementary School Graduate	None Required	None Required	Driver's License (MC 11, s. 96 - Cat. II)
Brief Description of the General Function of the Position	Transport passengers, equipment and supplies to their destinations; maintains housekeeping, performs routine check-up and mini repairs of vehicles.					
Required Competencies						
<p>Preference:</p> <ol style="list-style-type: none"> 1. Driver's License Code 123 2. At least High School graduate. <p>Expertise:</p> <ol style="list-style-type: none"> 1. At least 2 to 5 years driving experience 2. Basic engine maintenance of L300 van. 						

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DRIVER / Administrative Services Department	4 / P 145,860.00	54	Elementary School Graduate	None Required	None Required	Driver's License (MC 11, s. 96 - Cat. II)
Brief Description of the General Function of the Position	Transport passengers, equipment and supplies to their destinations; maintains housekeeping, performs routine check-up and mini repairs of vehicles.					
Required Competencies						
Preference:						
<ol style="list-style-type: none"> 1. Driver's License Code 123 2. At least High School graduate. 						
Expertise:						
<ol style="list-style-type: none"> 1. At least 2 to 5 years driving experience 2. Basic engine maintenance of L300 van. 						

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UTILITY WORKER A / Administrative Services Department	3 / P 136,644.00	62	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)
Brief Description of the General Function of the Position						
Required Competencies						
Preference:						
1. At least High School graduate.						

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CLERK PROCESSOR B / Administrative Services Department	6 / P 166,212.00	70	Completion of two years Studies in College	None Required	None Required	CS Sub- Professional (1 st Level Eligibility)
Brief Description of the General Function of the Position	Renders clerical & secretarial support to the Procurement and Records Services Division.					
Required Competencies						
Preference:						
1. One (1) year experience in clerical works.						
Expertise:						
1. Computer literate (Microsoft Word, Excel and PowerPoint)						
2. Has good writing communication skills.						

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SENIOR ACCOUNTING PROCESSOR B / Finance Department	10 / P 218,604.00	83	Completion of two years Studies in College	2 Years of Relevant Experience	8 Hours of Relevant Training	CS Sub-Professional (1 st Level Eligibility)
Brief Description of the General Function of the Position	Record transactions, maintain subsidiary ledger of accounts payable and prepayments, and analyze and submit monthly reports. Other duties prepares payroll for the Job Order personnel & night shift differential, and overtime for permanent personnel. Prepares and consolidate Finance Department budget during Annual Budgeting and Realignment schedule.					

Required Competencies

Preference:

- At least two (2) years experience related to accounting works.

Expertise:

- Computer literate (Microsoft Word, Excel and PowerPoint)

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CORPORATE BUDGET ANALYST B / Finance Department	12 / P 256,644.00	91	Bachelor's Degree Relevant to the Job	None Required	None Required	CS Professional (2 nd Level Eligibility)
Brief Description of the General Function of the Position	Summarizes, monitors and evaluates utilized funds, ensuring that it is in accordance with the District's budgetary system.					
Required Competencies						
Preference:						
- With at least two (2) years experience related to budget or accounting works.						
Expertise:						
- Computer literate (Microsoft Word, Excel and PowerPoint)						

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CUSTOMER SERVICE OFFICER A / Commercial Services Department	16 / P 360,528.00	102	Bachelor's Degree	1 Year of Relevant Experience	4 Hours of Relevant Training	CS Professional (2 nd Level Eligibility)
Brief Description of the General Function of the Position	Responsible in the supervision of meter reading, bill handling, monitoring of customer's accounts and implementation of the policy on delinquent accounts.					
Required Competencies						
Preference:						
<ul style="list-style-type: none"> - Graduate in Major in Accounting/Business Administration with knowledge in Financial Accounting. - Handling billing/accounting experience. 						

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UTILITIES SERVICE ASSISTANT C / Commercial Services Department	8 / P 189,816.00	110	Completion of two years Studies in College	1 Year of Relevant Experience	4 Hours of Relevant Training	CS Sub- Professional (1 st Level Eligibility)
Brief Description of the General Function of the Position	Reads all water meters in the assigned area and delivers all computed generated water bills records/reports any complaints from customers and any tampering and illegal installation and etc.					
<i>Required Competencies</i>						
<u>Preference:</u>						
<ol style="list-style-type: none"> 1. Bill handling/meter reading experience with Driver's License and motorcycle. 2. Handling customer experience and field works. 						

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UTILITIES SERVICE ASSISTANT C / Commercial Services Department	8 / P 189,816.00	111	Completion of two years Studies in College	1 Year of Relevant Experience	4 Hours of Relevant Training	CS Sub- Professional (1 st Level Eligibility)
Brief Description of the General Function of the Position	Reads all water meters in the assigned area and delivers all computed generated water bills records/reports any complaints from customers and any tampering and illegal installation and etc.					
Required Competencies						
Preference:						
<ol style="list-style-type: none"> 1. Bill handling/meter reading experience with Driver's License and motorcycle. 2. Handling customer experience and field works. 						

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Position/Office	Salary Grade/ Annual Salary	Item No.	Qualification Standards			
			Education	Work Experience	Training	Eligibility
UTILITIES SERVICE ASSISTANT C / Commercial Services Department	8 / P 189,816.00	112	Completion of two years Studies in College	1 Year of Relevant Experience	4 Hours of Relevant Training	CS Sub- Professional (1 st Level Eligibility)
Brief Description of the General Function of the Position	Reads all water meters in the assigned area and delivers all computed generated water bills records/reports any complaints from customers and any tampering and illegal installation and etc.					
Required Competencies						
Preference:						
<ol style="list-style-type: none"> 1. Bill handling/meter reading experience with Driver's License and motorcycle. 2. Handling customer experience and field works. 						

Interested and qualified applicants should signify interest in writing. Attach the following documents to the application letter and sent to the address below not later than June 30, 2017. The assessment process will start on July 5, 2017.

1. Fully accomplished Personal Data Sheet with recent passport-sized picture (CS Form 212 Revised 2005) which can be downloaded at www.csc.gov.ph
2. Performance ratings in the last two (2) semesters preceding this publication
3. Photocopy of Civil Service Certificate of Eligibility
4. Photocopy of Transcript of Records

Send to:

Engr. ANSELMO L. SANG TIAN
General Manager A
Butuan City Water District



NOTICE OF VACANT POSITION



The **Butuan City Water District** announces the following vacant position for qualified applicants:

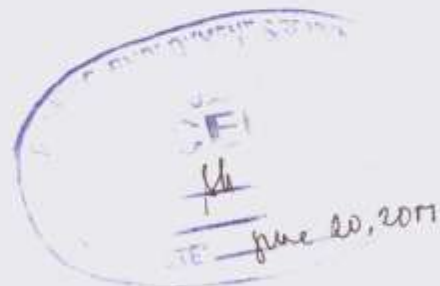
Position/Office	Salary Grade/ Annual Salary	Item No.	Qualification Standards			
			Education	Work Experience	Training	Eligibility
UTILITIES SERVICE ASSISTANT C / Commercial Services Department	8 / P 189,816.00	113	Completion of two years Studies in College	1 Year of Relevant Experience	4 Hours of Relevant Training	CS Sub- Professional (1 st Level Eligibility)
Brief Description of the General Function of the Position	Reads all water meters in the assigned area and delivers all computed generated water bills records/reports any complaints from customers and any tampering and illegal installation and etc.					
Required Competencies						
Preference:						
<ol style="list-style-type: none"> 1. Bill handling/meter reading experience with Driver's License and motorcycle. 2. Handling customer experience and field works. 						

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Send to:

Engr. ANSELMO L. SANG TIAN
General Manager A
Butuan City Water District



NOTICE OF VACANT POSITION



The **Butuan City Water District** announces the following vacant position for qualified applicants:

Position/Office	Salary Grade/ Annual Salary	Item No.	Qualification Standards			
			Education	Work Experience	Training	Eligibility
CUSTOMER SERVICE ASSISTANT A / Commercial Services Department	12 / P 256,644.00	126	Completion of 2 years Studies in College	2 Years of Relevant Experience	8 Hours of Relevant Training	CS Sub- Professional (1 st Level Eligibility)
Brief Description of the General Function of the Position	Conducts inspection, investigates application on new service connections and customers complaints.					
Required Competencies						
Preference:						
<ol style="list-style-type: none"> 1. With field investigation experience 2. Handling customer and field investigation. 3. With Driver's License and motorcycle. 						

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2. Performance ratings in the last two (2) semesters preceding this publication
3. Photocopy of Civil Service Certificate of Eligibility
4. Photocopy of Transcript of Records

Send to:

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General Manager A
Butuan City Water District



NOTICE OF VACANT POSITION



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Position/Office	Salary Grade/ Annual Salary	Item No.	Qualification Standards			
			Education	Work Experience	Training	Eligibility
CUSTOMER SERVICE ASSISTANT B / Commercial Services Department	10 / P 218,604.00	128	Completion of two years Studies in College	2 Years of Relevant Experience	8 Hours of Relevant Training	CS Sub-Professional (1 st Level Eligibility)
Brief Description of the General Function of the Position	Attains service request, complaints and inquiries. Keeps up-to-date and accurate records for incoming/outgoing maintenance Orders & service requests.					
Required Competencies						
Preference:						
<ol style="list-style-type: none"> 1. With good customer relation. 2. Experience in handling customer complaints. 						

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2. Performance ratings in the last two (2) semesters preceding this publication
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Send to:

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General Manager A
Butuan City Water District



NOTICE OF VACANT POSITION



The **Butuan City Water District** announces the following vacant position for qualified applicants:

Position/Office	Salary Grade/ Annual Salary	Item No.	Qualification Standards			
			Education	Work Experience	Training	Eligibility
WATER/SEWERAGE MAINTENANCE MAN B / Engineering Department	6 / P 166,212.00	143	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)
Brief Description of the General Function of the Position	Performs skilled work in the installation, maintenance and repair of water mainlines, water meters, water pipelines and leaking.					
Required Competencies						
Preference:						
- At least one (1) year of relevant experience.						
Expertise:						
- Experience in Plumbing/Pipe fitting.						

Interested and qualified applicants should signify interest in writing. Attach the following documents to the application letter and sent to the address below not later than June 30, 2017. The assessment process will start on July 5, 2017.

1. Fully accomplished Personal Data Sheet with recent passport-sized picture (CS Form 212 Revised 2005) which can be downloaded at www.csc.gov.ph
2. Performance ratings in the last two (2) semesters preceding this publication
3. Photocopy of Form 137/ Transcript of Records

Send to:

Engr. ANSELMO L. SANG TIAN
General Manager A
Butuan City Water District



NOTICE OF VACANT POSITION



The **Butuan City Water District** announces the following vacant position for qualified applicants:

Position/Office	Salary Grade/ Annual Salary	Item No.	Qualification Standards			
			Education	Work Experience	Training	Eligibility
WATER/SEWERAGE MAINTENANCE MAN B / Engineering Department	6 / P 166,212.00	145	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)
Brief Description of the General Function of the Position	Performs skilled work in the installation, maintenance and repair of water mainlines, water meters, water pipelines and leaking.					
Required Competencies						
Preference:						
- At least one (1) year of relevant experience.						
Expertise:						
- Experience in Plumbing/Pipe fitting.						

Interested and qualified applicants should signify interest in writing. Attach the following documents to the application letter and sent to the address below not later than June 30, 2017. The assessment process will start on July 5, 2017.

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2. Performance ratings in the last two (2) semesters preceding this publication
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Butuan City Water District



NOTICE OF VACANT POSITION



The **Butuan City Water District** announces the following vacant position for qualified applicants:

Position/Office	Salary Grade/ Annual Salary	Item No.	Qualification Standards			
			Education	Work Experience	Training	Eligibility
WATER/SEWERAGE MAINTENANCE MAN B / Engineering Department	6 / P 166,212.00	147	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)
Brief Description of the General Function of the Position	Performs skilled work in the installation, maintenance and repair of water mainlines, water meters, water pipelines and leaking.					
Required Competencies						
Preference:						
- At least one (1) year of relevant experience.						
Expertise:						
- Experience in Plumbing/Pipe fitting.						

Interested and qualified applicants should signify interest in writing. Attach the following documents to the application letter and sent to the address below not later than June 30, 2017. The assessment process will start on July 5, 2017.

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2. Performance ratings in the last two (2) semesters preceding this publication
3. Photocopy of Form 137/ Transcript of Records

Send to:

Engr. ANSELMO L. SANG TIAN
General Manager A
Butuan City Water District

NOTICE OF VACANT POSITION



The **Butuan City Water District** announces the following vacant position for qualified applicants:

Position/Office	Salary Grade/ Annual Salary	Item No.	Qualification Standards			
			Education	Work Experience	Training	Eligibility
CLERK PROCESSOR B / Engineering Department	6 / P 166,212.00	148	Completion of 2 years Studies in College	None Required	None Required	CS Sub- Professional (1 st Level Eligibility)
Brief Description of the General Function of the Position	Records and updates database for monitoring. Record and files daily, weekly and monthly reports. Collect DTR and calculates payroll for employees under the department. Review and record the yearly and realigned budget assigned for the department. Review, record and is responsible for the Office Performance Commitment Review/Individual Performance Commitment Review (OPCR/IPCR) of the department. Communicate/entertain concessionaires/clients. Responsible for filing and sorting of incoming/outgoing letters. Responsible for restocking forms and office supplies. Answers phone calls and operates office machines. Responsible for requesting items/materials needed for the department. Other duties to other departments as per advised/instruction by the supervisor/head. Support staff/committee to the offices' events.					
Required Competencies						
Preference:						
- At least one (1) year of relevant experience with good communication skills both in oral and written.						
Expertise:						
- Handling customer's complaint and follow-ups, troubleshoot/repair minimal damage in office machines.						
- Ability to work accurately under pressure and to strict deadlines.						

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2. Performance ratings in the last two (2) semesters preceding this publication
3. Photocopy of Civil Service Certificate of Eligibility
4. Photocopy of Transcript of Records

Send to:

Engr. ANSELMO L. SANG TIAN
General Manager A
Butuan City Water District



NOTICE OF VACANT POSITION



The **Butuan City Water District** announces the following vacant position for qualified applicants:

Position/Office	Salary Grade/ Annual Salary	Item No.	Qualification Standards			
			Education	Work Experience	Training	Eligibility
SUPERVISING ENGINEER A / Engineering Department	18 / P 428,316.00	151	Bachelor's Degree in Engineering Relevant to the Job	2 Years of Relevant Experience	8 Hours of Relevant Training	RA 1080
Brief Description of the General Function of the Position	Performs responsible professional –level engineering design and construction work; and related duties as required.					
Required Competencies						
Preference:						
<ul style="list-style-type: none"> - At least five (5) years of relevant experience in a supervisory capacity. 						
Expertise:						
<ul style="list-style-type: none"> - Experience with roadways, utilities and building projects is desirable. - Experience in water and wastewater master planning, system modeling, design, asset management, treatment and operations is desirable. 						

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1. Fully accomplished Personal Data Sheet with recent passport-sized picture (CS Form 212 Revised 2005) which can be downloaded at www.csc.gov.ph
2. Performance ratings in the last two (2) semesters preceding this publication
3. Photocopy of Civil Service Certificate of Eligibility/ RA 1080
4. Photocopy of Transcript of Records

Send to:

Engr. ANSELMO L. SANG TIAN
General Manager A
Butuan City Water District



NOTICE OF VACANT POSITION



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Position/Office	Salary Grade/ Annual Salary	Item No.	Qualification Standards			
			Education	Work Experience	Training	Eligibility
DRAFTSMAN B / Engineering Department	6 / P 166,212.00	154	Completion of two years Studies in College or High School Graduate with relevant vocational/tra de course	None Required	None Required	CS Sub- Professional Draftsman or Illustrator (MC 11,s.96- Cat. I (1 st Level Eligibility)
Brief Description of the General Function of the Position	Uses Autocad to develop drawings and plans for construction purposes.					
Required Competencies						
Preference:						
- At least one (1) year of relevant experience.						
Expertise:						
- Experience in Autocad.						

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General Manager A
Butuan City Water District



NOTICE OF VACANT POSITION



The **Butuan City Water District** announces the following vacant position for qualified applicants:

Position/Office	Salary Grade/ Annual Salary	Item No.	Qualification Standards			
			Education	Work Experience	Training	Eligibility
WATER/SEWERAGE MAINTENANCE MAN B / Pipeline Appurtenances Maintenance Department	6 / P 166,212.00	168	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)
Brief Description of the General Function of the Position	Performs skilled work in the installation of pipes and appurtenances, water meters, repair and maintenance water pipelines and other maintenance works.					
Required Competencies						
<p>Preference:</p> <ul style="list-style-type: none"> - At least two (2) years work experience. <p>Expertise:</p> <ul style="list-style-type: none"> - Experience in Plumbing/Pipe fitting and handling people as team leader. 						

Interested and qualified applicants should signify interest in writing. Attach the following documents to the application letter and sent to the address below not later than June 30, 2017. The assessment process will start on July 5, 2017.

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Send to:

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Butuan City Water District



NOTICE OF VACANT POSITION



The **Butuan City Water District** announces the following vacant position for qualified applicants:

Position/Office	Salary Grade/ Annual Salary	Item No.	Qualification Standards			
			Education	Work Experience	Training	Eligibility
WATER/SEWERAGE MAINTENANCE MAN B / Pipeline Appurtenances Maintenance Department	6 / P 166,212.00	169	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)
Brief Description of the General Function of the Position	Performs skilled work in the installation of pipes and appurtenances, water meters, repair and maintenance water pipelines and other maintenance works.					
Required Competencies						
Preference:						
- At least two (2) years work experience.						
Expertise:						
- Experience in Plumbing/Pipe fitting and handling people as team leader.						

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Send to:

Engr. ANSELMO L. SANG TIAN
General Manager A
Butuan City Water District



NOTICE OF VACANT POSITION



The **Butuan City Water District** announces the following vacant position for qualified applicants:

Position/Office	Salary Grade/ Annual Salary	Item No.	Qualification Standards			
			Education	Work Experience	Training	Eligibility
WATER/SEWERAGE MAINTENANCE MAN B / Pipeline Appurtenances Maintenance Department	6 / P 166,212.00	172	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)
Brief Description of the General Function of the Position	Performs skilled work in the installation of pipes and appurtenances, water meters, repair and maintenance water pipelines and other maintenance works.					
Required Competencies						
Preference:						
- At least two (2) years work experience.						
Expertise:						
- Experience in Plumbing/Pipe fitting and handling people as team leader.						

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Send to:

Engr. ANSELMO L. SANG TIAN
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Butuan City Water District



NOTICE OF VACANT POSITION



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Position/Office	Salary Grade/ Annual Salary	Item No.	Qualification Standards			
			Education	Work Experience	Training	Eligibility
WATER/SEWERAGE MAINTENANCE MAN C / Pipeline Appurtenances Maintenance Department	4 / P 145,860.00	179	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)
Brief Description of the General Function of the Position	Performs skilled work in the installation of pipes and appurtenances, water meters, repair and maintenance water pipelines and other maintenance works.					
Required Competencies						
Preference:						
- At least one (1) year work experience.						
Expertise:						
- Experience in Plumbing/Pipe fitting and handling people as team leader.						

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Butuan City Water District



NOTICE OF VACANT POSITION



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Position/Office	Salary Grade/ Annual Salary	Item No.	Qualification Standards			
			Education	Work Experience	Training	Eligibility
WATER/SEWERAGE MAINTENANCE MAN B / Pipeline Appurtenances Maintenance Department	6 / P 166,212.00	183	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)
Brief Description of the General Function of the Position	Performs skilled work in the installation of pipes and appurtenances, water meters, repair and maintenance water pipelines and other maintenance works.					
Required Competencies						
Preference:						
- At least two (2) years work experience.						
Expertise:						
- Experience in Plumbing/Pipe fitting and handling people as team leader.						

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2. Performance ratings in the last two (2) semesters preceding this publication
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Send to:

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General Manager A
Butuan City Water District



NOTICE OF VACANT POSITION



The **Butuan City Water District** announces the following vacant position for qualified applicants:

Position/Office	Salary Grade/ Annual Salary	Item No.	Qualification Standards			
			Education	Work Experience	Training	Eligibility
WATER/SEWERAGE MAINTENANCE MAN B / Pipeline Appurtenances Maintenance Department	6 / P 166,212.00	184	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)
Brief Description of the General Function of the Position	Performs skilled work in the installation of pipes and appurtenances, water meters, repair and maintenance water pipelines and other maintenance works.					
Required Competencies						
<p>Preference:</p> <ul style="list-style-type: none"> - At least two (2) years work experience. <p>Expertise:</p> <ul style="list-style-type: none"> - Experience in Plumbing/Pipe fitting and handling people as team leader. 						

Interested and qualified applicants should signify interest in writing. Attach the following documents to the application letter and sent to the address below not later than June 30, 2017. The assessment process will start on July 5, 2017.

1. Fully accomplished Personal Data Sheet with recent passport-sized picture (CS Form 212 Revised 2005) which can be downloaded at www.csc.gov.ph
2. Performance ratings in the last two (2) semesters preceding this publication
3. Photocopy of Form 137/Transcript of Records

Send to:

Engr. ANSELMO L. SANG TIAN
General Manager A
Butuan City Water District



NOTICE OF VACANT POSITION



The **Butuan City Water District** announces the following vacant position for qualified applicants:

Position/Office	Salary Grade/ Annual Salary	Item No.	Qualification Standards			
			Education	Work Experience	Training	Eligibility
LABORATORY AIDE A / Production and Distribution Department	4 / P 145,860.00	201	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)
Brief Description of the General Function of the Position	Conduct water sampling for bacteriological, physical and chemical analysis monitoring. Routine chlorine residual monitoring and laboratory housekeeping.					
Required Competencies						
<p>Preference:</p> <p>- None</p> <p>Expertise:</p> <p>- None</p>						

Interested and qualified applicants should signify interest in writing. Attach the following documents to the application letter and sent to the address below not later than June 30, 2017. The assessment process will start on July 5, 2017.

1. Fully accomplished Personal Data Sheet with recent passport-sized picture (CS Form 212 Revised 2005) which can be downloaded at www.csc.gov.ph
2. Performance ratings in the last two (2) semesters preceding this publication
3. Photocopy of Form 137/Transcript of Records

Send to:

Engr. ANSELMO L. SANG TIAN
General Manager A
Butuan City Water District





NOTICE OF VACANT POSITION

The **Butuan City Water District** announces the following vacant position for qualified applicants:

Position/Office	Salary Grade/ Annual Salary	Item No.	Qualification Standards			
			Education	Work Experience	Training	Eligibility
WATER RESOURCES FACILITIES OPERATOR FOREMAN / Production and Distribution Department	12 / P 256,644.00	205	High School Graduate or Completion of relevant vocational/trade course	2 Years of Relevant Experience	8 Hours of Relevant Training	Water Resources Facilities Operator (MC 11, s. 96-Cat. I)
Brief Description of the General Function of the Position	Acts as Team Leader of all Sr. Water Facilities Operator A and Water Resources Facilities Operator A.					
Required Competencies						
Preference:						
- At least 5 years supervisory experience on water operation.						
Expertise:						
- Expert on pump operation, water system facilities and equipment.						

Interested and qualified applicants should signify interest in writing. Attach the following documents to the application letter and sent to the address below not later than July 1, 2017. The assessment process will start on July 6, 2017.

1. Fully accomplished Personal Data Sheet with recent passport-sized picture (CS Form 212 Revised 2005) which can be downloaded at www.csc.gov.ph
2. Performance ratings in the last two (2) semesters preceding this publication
3. Photocopy of Water Resources Facilities Operator (MC 11, s. 96-Cat. I)
4. Photocopy of Transcript of Records

Send to:

Engr. ANSELMO L. SANG TIAN
General Manager A
Butuan City Water District



NOTICE OF VACANT POSITION



The **Butuan City Water District** announces the following vacant position for qualified applicants:

Position/Office	Salary Grade/ Annual Salary	Item No.	Qualification Standards			
			Education	Work Experience	Training	Eligibility
CLERK PROCESSOR B / Production and Distribution Department	6 / P 166,212.00	213	Completion of 2 years Studies in College	None Required	None Required	CS Sub- Professional (1 st Level Eligibility)
Brief Description of the General Function of the Position	Process and prepare documents. Maintain and update filing, inventory, mailing and database systems either manual/using computer, operate office machines, answer telephones, communicate with customers, employees and other individuals and computer/record information					
Required Competencies						
<p>Preference:</p> <ul style="list-style-type: none"> - At least one (1) year of relevant experience. <p>Expertise:</p> <ul style="list-style-type: none"> - Computer literate (Microsoft Word, Excel and PowerPoint) 						

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1. Fully accomplished Personal Data Sheet with recent passport-sized picture (CS Form 212 Revised 2005) which can be downloaded at www.csc.gov.ph
2. Performance ratings in the last two (2) semesters preceding this publication
3. Photocopy of Civil Service Certificate of Eligibility
4. Photocopy of Transcript of Records

Send to:

Engr. ANSELMO L. SANG TIAN
General Manager A
Butuan City Water District



NOTICE OF VACANT POSITION



The **Butuan City Water District** announces the following vacant position for qualified applicants:

Position/Office	Salary Grade/ Annual Salary	Item No.	Qualification Standards			
			Education	Work Experience	Training	Eligibility
PRINCIPAL ENGINEER C / Production and Distribution Department	20 / P 519,000.00	215	Bachelor's Degree in Engineering Relevant to the Job	3 Years of Relevant Experience	16 Hours of Relevant Training	RA 1080
Brief Description of the General Function of the Position	Supervise and coordinates assigned activities with other division/department. Directs the operation and maintenance of the District's water system. Supervise water operator and water quality for the safe and efficient operation of water production and treatment equipment; prioritize and assign staff task and work schedule; inspect staff work for progress and work quality; conduct performance evaluation; initiates corrective action; support the water district policies, goals and objectives and work within management and other staff to ethically achieve such goals and objectives; ensure compliance with safety procedures; develop and implement long and short term goals and objectives for the district.					
Required Competencies						
Preference:						
<ul style="list-style-type: none"> - Graduate of Civil Engineering, Sanitary Engineering or Mechanical Engineering - Background on the supervision and management of water operation. 						
Expertise:						
<ul style="list-style-type: none"> - Knowledge on water quality, water resource management, environmental laws and water safety plan. 						

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2. Performance ratings in the last two (2) semesters preceding this publication
3. Photocopy of Civil Service Certificate of Eligibility/RA 1080
4. Photocopy of Transcript of Records

Send to:

Engr. ANSELMO L. SANG TIAN
General Manager A
Butuan City Water District



NOTICE OF VACANT POSITION



The **Butuan City Water District** announces the following vacant position for qualified applicants:

Position/Office	Salary Grade/ Annual Salary	Item No.	Qualification Standards			
			Education	Work Experience	Training	Eligibility
WATER RESOURCES FACILITIES OPERATOR A / Production and Distribution Department	8 / P 189,816.00	220	High School Graduate or Completion of relevant vocational/trade course	1 Year of Relevant Experience	4 Hours of Relevant Training	Water Resources Facilities Operator (MC 11, s. 96- Cat. I)
Brief Description of the General Function of the Position	Under the direction of the Water Resources Facilities Operator Foreman; operates and maintain the facilities of the water system and perform minor repair on water facilities and equipment; monitor and maintain the cleanliness of the pump station facilities, water source; keep various records pertaining to water operation. Responsible for the operation of pump stations to include maintenance and system adjustments/shut-off or operate the pump to maintain the flow of water and pressure.					
Required Competencies						
Preference:						
<ul style="list-style-type: none"> - Background on pump operation. 						
Expertise:						
<ul style="list-style-type: none"> - Knowledge on principles and practices of water system operations. - Operating principle of valves, pump, motors and various types of electrical equipment. - Appropriate use of hand and power tools in the minor repair and maintenance of plant equipment. 						

Interested and qualified applicants should signify interest in writing. Attach the following documents to the application letter and sent to the address below not later than June 30, 2017. The assessment process will start on July 5, 2017.

1. Fully accomplished Personal Data Sheet with recent passport-sized picture (CS Form 212 Revised 2005) which can be downloaded at www.csc.gov.ph
2. Performance ratings in the last two (2) semesters preceding this publication
3. Photocopy of Form 137/Transcript of Records

Send to:

Engr. ANSELMO L. SANG TIAN
General Manager A
Butuan City Water District



NOTICE OF VACANT POSITION



The **Butuan City Water District** announces the following vacant position for qualified applicants:

Position/Office	Salary Grade/ Annual Salary	Item No.	Qualification Standards			
			Education	Work Experience	Training	Eligibility
WATER RESOURCES FACILITIES TENDER B / Production and Distribution Department	4 / P 145,860.00	225	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96 – Cat. III)
Brief Description of the General Function of the Position	Maintains and performs preventive maintenance of BCWD pumps, wells, tanks, water treatment facilities and related equipment and perform related work as assigned.					
Required Competencies						
Preference:						
- At least one (1) year of relevant experience.						

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General Manager A
Butuan City Water District



NOTICE OF VACANT POSITION



The **Butuan City Water District** announces the following Job Order vacant position for qualified applicants:

Position/Office	Rate per day	Item No.	Qualification Standards			
			Education	Work Experience	Training	Eligibility
CLERK PROCESSOR / Procurement and Records Services Division (PRSD)- Administrative Services Department	P 430.00 / day		Completion of 2 years Studies in College	None required	None required	CS Sub-Professional (1 st Level Eligibility)
Brief Description of the General Function of the Position	Assist the procurement analyst in the conduct of procurement activities; files office documents and performs clerical works.					
Required Competencies						
Preference:						
<ul style="list-style-type: none"> - Graduate in Bachelor of Science in Accounting Technology - At least 1 year experience in accounting/clerical works 						
Expertise:						
<ul style="list-style-type: none"> - Excellent in Microsoft Word and Excel 						

Interested and qualified applicants should signify interest in writing. Attach the following documents to the application letter and sent to the address below not later than June 23, 2017. The assessment process will start on June 27, 2017.

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Position/Office	Rate per day	Item No.	Qualification Standards			
			Education	Work Experience	Training	Eligibility
METER READER/BILL HANDLER / Commercial Services Department	P 430.00 / day		Completion of 2 years Studies in College	None required	None required	CS Sub-Professional (1 st Level Eligibility)
Brief Description of the General Function of the Position	Reading of water meters and delivery of bills.					
Required Competencies						
<p>Preference:</p> <ul style="list-style-type: none"> - Male/Female with Driver's License - At least 2 years experience in single motorcycle driving <p>Expertise:</p> <ul style="list-style-type: none"> - Field works 						



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Position/Office	Rate per day	Item No.	Qualification Standards			
			Education	Work Experience	Training	Eligibility
CLERK PROCESSOR / Human Resource Division-Administrative Services Department	P 430.00 / day		Completion of 2 years Studies in College	None required	None required	CS Sub-Professional (1 st Level Eligibility)
Brief Description of the General Function of the Position	Provides clerical support to the Human Resource Division.					
Required Competencies						
<p>Preference:</p> <ul style="list-style-type: none"> - 1 yr. experience in HR Development - Speed Typing – maximum of 65 to 75 WPM (word per minute) - Knows on Basic write-ups and Internal Correspondence. <p>Expertise:</p>						



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Position/Office	Rate per day	Item No.	Qualification Standards			
			Education	Work Experience	Training	Eligibility
DRIVER / - General Services Division (GSD)- Administrative Services Department	P 430.00 / day		Elementary School Graduate	None required	None required	Driver's License
<i>Brief Description of the General Function of the Position</i>	Transport passengers, equipment and supplies to their destinations; maintains housekeeping, performs routine check-up and minor repairs of vehicles.					
Required Competencies						
Preference:						
<ul style="list-style-type: none"> - With Driver's License Code # 123 - At least 3 to 5 years experience in driving 						
Expertise:						
<ul style="list-style-type: none"> - Can drive or operate 4 to 6 wheeler truck 						



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Position/Office	Rate per day	Item No.	Qualification Standards			
			Education	Work Experience	Training	Eligibility
CLERK PROCESSOR / Commercial Services Department	P 430.00 / day		Completion of 2 years Studies in College	None required	None required	CS Sub-Professional (1 st Level Eligibility)
Brief Description of the General Function of the Position	Assist in Accounts Receivable, monitoring and reconciliation of customer accounts.					
Required Competencies						
Preference:						
- Male/Female with at least 2 years Accounting background						
Expertise:						
- Financial Accounts						
- Office works						



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The **Butuan City Water District** announces the following Job Order vacant position for qualified applicants:

Position/Office	Rate per day	Item No.	Qualification Standards			Eligibility
			Education	Work Experience	Training	
CLERK PROCESSOR / Finance Department	P 430.00 / day		Completion of 2 years Studies in College	None required	None required	CS Sub-Professional (1 st Level Eligibility)
Brief Description of the General Function of the Position	Responsible for posting of daily expenses to the Registry of Budget Utilization (RBU) per Cost Center at the same time monitoring of fund if within the budget and clerical functions to assist/support the supervisor in the Budget Division.					
Required Competencies						
<p>Preference:</p> <ul style="list-style-type: none"> - Graduate of Bachelor of Science in Accountancy or Bachelor of Science in Accounting Technology. - At least 1 year experience in accounting related works. <p>Expertise:</p> <ul style="list-style-type: none"> - Excellent in Microsoft Word and Excel 						

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