

# 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
<b>CLERK PROCESSOR /</b> Finance Department	P 430.00 / day		Completion of two (2) years Studies in College	None required	None required	CS Sub-Professional (1 <sup>st</sup> 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***

### **Preference:**

- Graduate of Bachelor of Science in Accountancy or Bachelor of Science in Accounting Technology.
- At least 1 year experience in accounting related works.

### **Expertise:**

- Excellent in Microsoft Word and Excel

Interested and qualified applicants should signify interest in writing. Attach the following documents to the application letter and send to the address below not later than March 16, 2018.

1. Fully accomplished Personal Data Sheet with recent passport-sized picture (CS Form 212 Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph)
2. Performance rating in the present position for one (1) year (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:

**Engr. ANSELMO L. SANG TIAN**  
General Manager A  
Butuan City Water District  
[bcwd.hr@gmail.com](mailto:bcwd.hr@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**