

NOTICE OF VACANT POSITION

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

No.	Position Title	Item No.	Salary Grade	Monthly Salary	Education	Training	Experience	Eligibility
1.	Computer Operator	24	9	17,473	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 (Sub-professional) Data Encoder (MC 11, s. 1996 - Cat. I) First Level Eligibility
2.	Internal Control Officer A	28	13	24,224	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility
3.	Internal Control Assistant A	29	10	18,718	Completion of two years studies in College	8 hours of relevant training	2 years of relevant experience	Career Service (Sub-professional) First Level Eligibility
4.	Accounting Processor A	88	8	16,282	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) First Level Eligibility
5.	Customer Service Assistant B	131	10	18,718	Completion of two years studies in College	8 hours of relevant training	2 years of relevant experience	Career Service (Sub-professional) First Level Eligibility
6.	Senior Water Utilities Management/ Development Officer	203	18	38,085	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility
7.	Water Resources Facilities Tender B	221	4	12,674	Elementary School Graduate	None required	None required	None required (MC 11, s. 1996 – Cat. III)

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 April 23, 2018.

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. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records (TOR); and
5. Photocopy of Certificate of Training and Employment (if applicable)

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Prepared by :


ENGR. PETER AL R. FUDALAN
Acting Division Manager

Noted by :


EMMA B. LUPIBA, CPA
Department Manager A


ENGR. ANSELMO L. SANG TIAN
General Manager A