

# NOTICE OF VACANT POSITION

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

Position Title/Office	Monthly Salary	Item No.	Qualification Standards			
			Education	Experience	Training	Eligibility
<b>CLERK PROCESSOR</b> / Administrative Services Department- Procurement & Records Services Division	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	Assist in the conduct of procurement activities, files office documents and performs clerical works.					
<b>Required Competencies</b>						
<b>Preference:</b>						
<ul style="list-style-type: none"> <li>- Bachelor's Degree relevant to the job</li> <li>- Preferably have background as BAC Secretariat</li> <li>- Civil Service eligibility required</li> </ul>						
<b>Expertise:</b>						
<ul style="list-style-type: none"> <li>- Computer literate with basic knowledge in Microsoft Office (MS Word &amp; Excel) and website posting</li> <li>- Good communication skills</li> </ul>						

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 October 25, 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 last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records;
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](mailto:bcwd.hr@gmail.com)

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

Approved by:

  
**ENGR. ANSELMO L. SANG TIAN**  
General Manager 