

NOTICE OF VACANT POSITION

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

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 Two (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 the Customer Accounts Division (Active Accounts Installment Payment, Collection of Inactive Accounts, Monthly Billing Summary, Annual and Monthly Reports). Performs clerical works at Commercial Services Department.					
Required Competencies						
<u>Preference:</u> <ul style="list-style-type: none">- Preferably Accounting graduate.- Civil Service eligibility required <u>Expertise:</u> <ul style="list-style-type: none">- Excellent in Microsoft Word and Excel						

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 31, 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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Approved by:


ENGR. ANSELMO L. SANG TIAN
General Manager 