

NOTICE OF VACANT POS

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

Position/Office	Rate per day	Item No.	Qualifications		
			Education	Working Experience	Eligibility
CLERK PROCESSOR / Customer Service Division- Commercial Services Department	P 430.00 / day		Completion of Two (2) years Studies in College	None required	CS Sub-Professional (1 st Level Eligibility)
Brief Description of the General Function of the Position	Provides clerical support to the Customer Service Division al 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- Excellent in Customer Relations					

Interested and qualified applicants should signify their interest. Attach the following documents to the application letter and send to the address below not later than **November 20, 2018**.

1. Fully accomplished Personal Data Sheet with recent sized picture (CS Form 212 Revised 2017) which can be downloaded at www.csbps.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 (i.e.)

QUALIFIED APPLICANTS are advised to hand in or send thru 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 ACCEPTED.

Approved


ENGR. ANSELMO L. SANG TIAN
General Manager A