

# NOTICE OF VACANT POSITION

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

Applicants:

Position/Office	Rate per day	Item No.	Qualification Standards			
			Education	Work Experience	Training	Eligibility
<b>CLERK PROCESSOR /</b> Community Relations and External Affairs Division (CREAD)	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	Will be assigned at the BCWD Call Center; attend to calls/ complaints of concessionaires; coordinate with concerned departments in relation to called complaints received; record customer feedback through different media; perform routine clerical duties, text blast and press release; serve as admin for BCWD Website, FB Account and CREAD email and perform other functions as directed.					
<b>Required Competencies</b>						
<b>Preference:</b> <ul style="list-style-type: none"><li>- Civil Service Eligibility required</li><li>- Graduate of Four (4) year course</li><li>- Computer Literate</li></ul>						
<b>Expertise:</b> <ul style="list-style-type: none"><li>- Well-versed in Microsoft Office Software ( Word, Excel and Powerpoint)</li><li>- Fluent in written and oral English</li><li>- Skilled in customer relations especially in taking phone-in complaints</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 November 27, 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