

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 / Information and Communication Technology Division	P 430.00 / day		Completion of 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	Will be assigned at the MSD- ICTD; perform routine clerical duties of Clerk Processor; perform digital filing for customer application service connection order; assist Data Controller in encoding; perform other functions as directed.					
<i>Required Competencies</i>						
<u>Preference:</u> <ul style="list-style-type: none">- Civil Service eligibility required- Graduate of Four (4) year course						
<u>Expertise:</u> <ul style="list-style-type: none">- With knowledge and understanding in database, computer operation, and in Microsoft Office software (Word, Excel, and PowerPoint)						

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 **December 3, 2018**.

11. Fully accomplished Personal Data Sheet with recent passport-sized picture (CS Form 212 Revised 2017) which can be downloaded at www.csc.gov.ph;
12. Performance rating in the last rating period (if applicable);
13. Photocopy of certificate of eligibility/rating/license;
14. Photocopy of Transcript of Records;
15. 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 