



NOTICE OF VACANT POSITION

The **Butuan City Water District** announces the following vacant plantilla positions for qualified applicants:

No.	Position Title	Item No.	Salary Grade	Monthly Salary	Education	Training	Experience	Eligibility	Place of Assignment
1.	Administration Services Assistant B	33	10	20,219.00	Completion of two years studies in College	8 hours of relevant training	2 years of relevant experience	Career Service (Sub-Professional) First Level Eligibility	Human Resource Division, Administrative Services Department, BCWD
2.	Administrative Services Officer B	37	14	29,277.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Human Resource Division, Administrative Services Department, BCWD
3.	Corporate Accountant	87	15	32,053.00	Bachelor's degree in Commerce/ Business Administration Major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (CPA)	Accounting Division, Finance Department, BCWD

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 September 14, 2020.

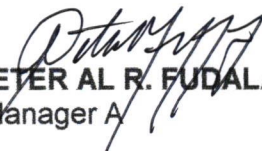
1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records (TOR); and
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.

Prepared by :


ENGR. PETER AL R. FUDALAN
Division Manager A

Noted by :


EMMA B. LUPIBA, CPA
Assistant General Manager


ENGR. ANSELMO L. SANG TIAN
General Manager A

