



Document Code		
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## NOTICE OF VACANT POSITION

(Contract of Service)

The **Butuan City Water District** announces the following Contract of Service / Project-Based position for qualified applicants:

Position Title / Office	Rate per day	Education	Experience	Training	Eligibility
<b>Customer Service Assistant (1)</b> Customer Service Division – Commercial Services Department	₱453.00 / day	Completion of 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	Assist in Commercial Services Department specifically in Customer Service Division; in-charge in attending concessionaire's requests & complaints e.g. reconnection, disconnection, promissory note and application/ renewal of senior citizen discount & encoding of zero and high consumption.				
<b>Required Competencies:</b>  Values customer relations, excellent interpersonal skills and 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 **November 23, 2020**.

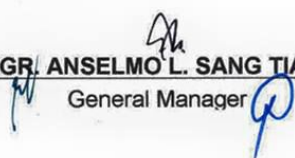
11. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
12. Performance rating in the last rating period;
13. Photocopy of certificate of eligibility/rating/license;
14. Photocopy of Form 137/Transcript of Records (TOR); and
15. Photocopy of Certificate of Training and Employment

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application together with the documentary requirements clearly scanned in PDF file to:

**ENGR. ANSELMO L. SANG TIAN**  
General Manager  
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