



Republic of the Philippines  
**METRO VIGAN WATER DISTRICT**

P. Burgos St., Barangay IV, Vigan City 2700 Ilocos Sur

Telephone Nos. 077-6740870, 6741321, 6040413

E-mail: [metrovganwaterdistrict@yahoo.com](mailto:metrovganwaterdistrict@yahoo.com)

Website: [www.metrovganwd.gov.ph](http://www.metrovganwd.gov.ph)

December 5, 2023

**MS. MARINA G. CABAÑERO**  
Director II  
**Civil Service Commission**  
Ilocos Sur Field Office  
Quirino Blvd, Bantay, Ilocos Sur

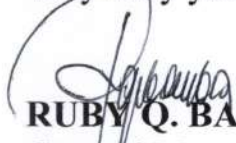
<b>RECEIVED</b>
Office/Unit: <u>CSC FO Ilocos Sur</u>
Transaction No. <u>ISFO-</u>
Date and Time: <u>05 DEC 2023 2:47pm</u>
Received by: <b>MARY MAY N. QUERUBIN</b> <del>Senior Human Resource Specialist</del>

Ma'am:

Pursuant to the provisions of Republic Act 7041, please effect the publication in the Civil Service Commission Bulletin this vacant and modified positions of Metro Vigan Water District.

Thank you and more power.

Very truly yours,

  
**RUBY Q. BARBA**  
General Manager



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**RECEIVED**

Office/Unit: CSC FO Ilocos Sur

Transaction No. ISFO-

Date and Time: 05 DEC 2023 2:17 PM

Received by: MARY MAY N. QUERUBIN  
Senior Human Resource Specialist

Remarks:

## Memorandum

**Date:** December 5, 2023  
**To:** ALL CONCERNED  
**From:** THE OFFICE OF THE GENERAL MANAGER  
**Subject:** VACANT & MODIFIED POSITIONS TO BE FILLED UP

1. Attached is the list(s) of vacant and modified position(s) for Metro Vigan Water District, P. Burgos St., Solid West, Vigan City.
2. Interested applicants may submit their application to the undersigned.
3. In compliance with the Memorandum Circular Re: Implementation of the Republic Act No. 7041.

  
**RUBY Q. BARBA**  
General Manager

CS Form No. 9  
Revised 2018

**RECEIVED**  
Office/Unit: CSC FO Ilocos Sur  
Transaction No. ISFO-  
Date and Time: 05 DEC 2023 7:44  
Received by: MARY MAY N. QUERUBIN  
Remarks:

Electronic copy to be submitted to the CSC FO must be in MS Excel format

Republic of the Philippines  
**METRO VIGAN WATER DISTRICT**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the METRO VIGAN WATER DISTRICT in the CSC website:

*Apple A. Wiernes*  
APPLE A. WIERNES  
HRMO

Date: 12/5/2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Secretary B	64	7	18,620.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)	Knowledgeable in procurement service/operating the Philippine Government Electronic Procurement System (PhilGEPS)	Engineering, Water Resources, Construction and Maintenance Department

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 15, 2023.

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](http://www.csc.gov.ph);
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**MRS. RUBY Q. BARBA**  
General Manager  
P. Burgos St., Solid West, Vigan City  
[metrovganwaterdistrict@yahoo.com](mailto:metrovganwaterdistrict@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**