



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: metroviganwaterdistrict@yahoo.com
Website: www.metroviganwd.gov.ph



RECEIVED
Office/Unit: CSC FO Ilocos Sur
Transaction No. ISFO-
Date and Time: JUL 02 2024
Received by: MARY MAY N. GUERUBIN
~~Senior Human Resource Specialist~~
Remarks:

July 2, 2024

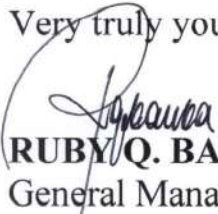
MS. MARINA GARCIA
Director II
Civil Service Commission
Ilocos Sur Field Office
Quirino Blvd, Bantay, Ilocos Sur

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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Memorandum

Date: July 2, 2024
To: ALL CONCERNED
From: THE OFFICE OF THE GENERAL MANAGER
Subject: VACANT & MODIFIED POSITIONS TO BE FILLED UP

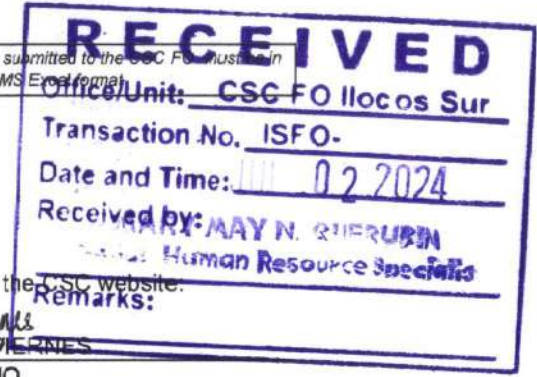
RECEIVED
Office/Unit: <u>CSC FO Ilocos Sur</u>
Transaction No. <u>ISFO-</u>
Date and Time: <u>JUL 02 2024</u>
Received by: <u>MARY MAY N. QUERUBIN</u> <u>Senior Human Resource Specialist</u>
Remarks:

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

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

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



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. VERNES
HRMO

Date: 2-Jul-24

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	Cashier D	77	10	23,176.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	Knowledgeable in Total Utility Billing System (TUBS); excellent customer service skills - attentive to details and good communicator; excellent in basic math.	Finance and Commercial Services Department
2	Water Resources Facilities Operator A	83	8	19,744.00	High School Graduate or Completion of relevant vocational/trade course	4 hours relevant training	1 year of relevant experience	Water Resources Facilities Operator (MC 11, s. 96 - Cat. I)	Knowledgeable in operation and troubleshooting of pump and motor control	Engineering, Water Resources Division
3	Water/Sewerage Maintenance Man B	39	6	17,553.00	Elementary School Graduate	None required	None required	None required	Knowledgeable in plumbing works for water utilities	Construction and Maintenance Division

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 July 12, 2024.

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; 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 B
P. Burgos St., Solid West, Vigan City
metrovigánwaterdistrict@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.