



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 18 2022


Received by: 

Remarks:

Memorandum

Date: July 15, 2022
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



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July 15, 2022

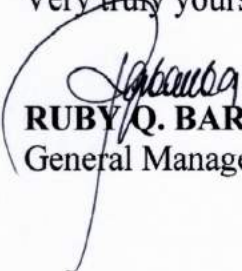
MS. MARINA G. CABAÑERO
OIC Director II
Civil Service Commission
Ilocos Sur Field Office
Quirino Blvd, Bantay, Ilocos Sur

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

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:

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

Office/Unit: CSC FO Ilocos Sur

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APPLE A. VIERNES
HRMO

Date: July 15, 2022

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	Senior Corporate Accountant C	92	16	38,150.00	Bachelor's Degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080	Knowledgeable in Accounting for Water Utilities	Finance & Commercial Services Department
2	Utilities/Customer Service Assistant D	93	6	16,877.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Knowledgeable in operation of Total Utility Billing System (TUBS)	Finance & Commercial Services Department
3	Water Resources Facilities Operator B	85	6	16,877.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Water Resources Facilities Operator (MC 11, s.96 - Cat. I)	Knowledgeable in pump operation and trouble shooting of motor control	Engineering, Water Resources Division
4	Senior Auto Mechanic	81	10	22,190.00	High School Graduate or Completion of relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Automotive Mechanic (MC 11, s. 96 - Cat. I)	Knowledgeable in Pump/Motor Repair, Motor Controller and Metering Pump	Engineering, Water Resources Division
5	Administration Services Assistant C	82	8	18,998.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	Knowledgeable in operation of Total Utility Billing System (TUBS) and excellent customer service.	Engineering, Water Resources Division
6	Industrial Relations Management Officer A	80	15	35,097.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Knowledgeable in processing appointments in conformance to CSC policies and in personnel action; Knowledgeable in preparation of Board Resolutions	Human Resource, Administrative and General Services Department

7	Water/Sewerage Maintenance Man B	90	6	16,877.00	Elementary School Graduate	None required	None required	None required	Knowledgeable in repair and maintenance of transmission and distribution lines and sewer lines.	Construction & Maintenance Division
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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 26, 2022**.

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

P. Burgos St., Solid West, Vigan City

metrovganwaterdistrict@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.