

METRO COTABATO WATER DISTRICT | Region XII

Place of Assignment :	Office of the General Manager	
Position Title :	RECORDS ASSISTANT	
Plantilla Item No. :	3	
Salary/Job/Pay Grade :	8	
Monthly Salary :	Php 16,282.00	
Eligibility :	Career Service SubProfessional Level Eligibility	First
Education :	Completion of two years studies in college	
Training :	4 hours of relevant training	
Work Experience :	1 year of relevant experience	
Competency :		

Instruction/Remarks :

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 October 22, 2018.

Documents:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture with name and signature [CS Form No. 212, Series of 2017](#) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the present position for one (1) year;
3. Photocopy of the certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. Photocopy of Diploma

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

ROSALIE JUNGCO - DELA CRUZ

Senior Industrial Relations Management Officer A

Metro Cotabato Water District, Governor Gutierrez Avenue, Cotabato City

mcwd_hrd@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date :	October 10, 2018
Closing Date :	October 22, 2018