

**Place of Assignment :** Administrative Services Department- Property Section

**Position Title :** Property Officer B

**Plantilla Item No. :** 45

**Salary/Job/Pay Grade :** 12

**Monthly Salary :** Php 24,495.00

**Eligibility :** Career Service Professional (Second Level Eligibility)

**Education :** Bachelor's degree

**Training :** None Required

**Work Experience :** None Required

**Competency :**

**Instructions/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 December 14, 2020.

**Documents:**

- 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 present position for one (1) year (if applicable);
- 3) Photocopy of certificate of eligibility/rating/license;
- 4) Photocopy of Transcript of Records; and
- 5) Photocopy of Diploma

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

JOSELITO D. NUÑEZ, JR.

**OIC Department Manager**

Metro Cotabato Water District, Governor Gutierrez Avenue, Cotabato City  
mcwd\_hrd@yahoo.com

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

**Posting Date :** December 02, 2020

**Closing Date :** December 14, 2020