

Republic of the Philippines  
**Metro Cotabato Water District**  
**Request for Publication of Vacant Positions**

TO: **CIVIL SERVICE COMMISSION**

This is request the publication of the following vacant positions of Metro Cotabato Water District in the CSC Website:

**MARGARITA F. ROALES**  
General Manager

Date: July 22, 2021

No.	Position Title	Plantilla Item No.	Salary/Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Assistant General Manager A	3	27	126,267.00	Master's degree or Certificate in Leadership and Management from CSC	120 hours of supervisory/management learning and development intervention	5 years of supervisory/management experience	Career Service (Professional) Second Level Eligibility		Engineering Department (Operations & Technical Services)

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 August 1, 2021.

- 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:

**MARGARITA F. ROALES**  
General Manager  
Metro Cotabato Water District  
Governor Gutierrez Avenue, Cotabato

Thru:  
**JOSELITO D. NUÑEZ, JR.**  
OIC Department Manager - Admin. Services  
[mcwd\\_hrd@yahoo.com](mailto:mcwd_hrd@yahoo.com)

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