

<b>Place of Assignment :</b>	Office of the General Manager - Management Services Division (IT Section)
<b>Position Title :</b>	Supervising Data Encoder - Controller
<b>Plantilla Item No. :</b>	27
<b>Salary/Job/Pay Grade :</b>	13
<b>Monthly Salary :</b>	Php 28,276.00
<b>Eligibility :</b>	Career Service (SubProfessional) / Data Encoder (MC 11,s. 96 - Cat. I)
<b>Education :</b>	Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course
<b>Training :</b>	16 hours of relevant training
<b>Work Experience :</b>	3 years of relevant experience
<b>Competency :</b>	

**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 October 25, 2021.

**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:

MA. MELINDA ELAINE V. BARCIMO

**OIC General Manager**

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

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

**CSC Job Portal**

METRO COTABATO WATER DISTRICT | Region XII

---

**Posting Date :** October 14, 2021

**Closing Date :** October 25, 2021