

<b>Place of Assignment :</b>	Commercial Department
<b>Position Title :</b>	Customer Services Assistant B
<b>Plantilla Item No. :</b>	108
<b>Salary/Job/Pay Grade :</b>	10
<b>Monthly Salary :</b>	Php 23,176.00
<b>Eligibility :</b>	Career Service (Subprofessional) First level Eligibility
<b>Education :</b>	Completion of two years studies in college
<b>Training :</b>	8 Hours of relevant Training
<b>Work Experience :</b>	2 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 July 16, 2023.

**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 last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
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

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

**Posting Date :** July 06, 2023

**Closing Date :** July 16, 2023