

<b>Place of Assignment :</b>	Administrative Services Department - General Services Section
<b>Position Title :</b>	Administrative Services Aide
<b>Plantilla Item No. :</b>	55
<b>Salary/Job/Pay Grade :</b>	4
<b>Monthly Salary :</b>	Php 14,844.75
<b>Eligibility :</b>	None Required (MC 10, 2013 - Cat. III)
<b>Education :</b>	Elementary School Graduate
<b>Training :</b>	None Required
<b>Work Experience :</b>	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 June 13, 2022.

**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.**

**Posting Date :** June 02, 2022

**Closing Date :** June 13, 2022