

Place of Assignment :	Production & Environmental Management Department
Position Title :	Administration Services Assistant C
Plantilla Item No. :	13
Salary/Job/Pay Grade :	8
Monthly Salary :	Php 18,998.00
Eligibility :	Career Service (Subprofessional) 1st Level Eligibility
Education :	Completion of two (2) years studies in college
Training :	4 hours of relevant training
Work Experience :	one (1) year of relevant experience
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 January 22, 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;
- 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 : January 11, 2023

Closing Date : January 22, 2023