

<b>Place of Assignment :</b>	Customer Services Division - Commercial Services Department
<b>Position Title :</b>	Division Manager A
<b>Plantilla Item No. :</b>	118
<b>Salary/Job/Pay Grade :</b>	24
<b>Monthly Salary :</b>	Php 88,410.00
<b>Eligibility :</b>	Career Service (Professional) 2nd Level Eligibility
<b>Education :</b>	Master's Degree or Certificate in Leadership and Management from CSC
<b>Training :</b>	40 hours of Supervisory/Management Learning & Development Intervention
<b>Work Experience :</b>	four (4) years of Supervisory/Management 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 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](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

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**Posting Date :** January 11, 2023

**Closing Date :** January 22, 2023