

<b>Place of Assignment :</b>	Finance Department-General Accounting & Payroll Division
<b>Position Title :</b>	Division Manager A
<b>Plantilla Item No. :</b>	71
<b>Salary/Job/Pay Grade :</b>	24
<b>Monthly Salary :</b>	Php 90,078.00
<b>Eligibility :</b>	Career Service Professional (Second Level Eligibility)
<b>Education :</b>	Master's Degree or Certificate in Leadership and Management from CSC
<b>Training :</b>	Twenty four (24) hours of supervisory/management learning & development intervention
<b>Work Experience :</b>	Four (4) years in position(s) involving management & supervision

**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 April 25, 2024.

**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.

**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  
mcwd\_hrd@yahoo.com

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

**Posting Date :** April 15, 2024

**Closing Date :** April 25, 2024