

Republic of the Philippines
WAO WATER DISTRICT

JOB HIRING

Wao Water District is in need of the following:

No.	Position Title (Parenthetical Title, if	Plantilla Item No.	Salary/ Job/ Pay Grade	Qualification Standards				
				Education	Training	Experience	Eligibility	Competency applicable) (if
1	Driver	3	4	Elementary School Graduate	None Required	None Required	Driver's License	Excellent driving skills, attentive & keen to details (vehicle parts), good time management, computer literate
2	Administrative Services Aide	5	4	Elementary School Graduate	None Required	None Required	None Required	Good verbal & written communication skills, good in time management, detail oriented & computer literate
3	Senior Accounting Processor B	14	10	Completion of Two Years Studies in College	2 Years of Relevant Experience	8 Hours of Relevant Training	Career Service (Subprofessional) / Second Level Eligibility	Accounting skills, computer literate & good in written & verbal communication
4	Customer Service Officer A	15	16	Bachelor's Degree	1 Year of Relevant Experience	4 Hours of Relevant Training	Career Service (Professional)/ Second Level Eligibility	Good verbal & written communication skills, good in time management, organized, patient, attentive & computer literate

5	Engineering Aide A	20	6	High School Graduate or Completion of Relevant Vocational/ Trade Course	None Required	None Required	None Required	Good in time management, organized, computer literate
6	Water Resources Facilities Tender B	22	4	Elementary School Graduate	None Required	None Required	None Required	Plumbing skills, computer literate, good time management skills

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 October 29, 2020.

1. Application Letter
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can
3. Performance rating **in the last rating period** (if applicable);
4. Photocopy of certificate of eligibility/rating/license; and
5. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

ENGR. TOMAS C. CARUMBA, JR.

General Manager

Wao Water District

Brgy. Western, Wao, Lanao del Sur

waowaterd@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.