

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	Administrative Services Aide	6	4	Elementary School Graduate	None Required	None Required	None Required	Good verbal & written communication skills, good in time management, detail oriented & computer literate
2	Storekeeper D	7	4	Elementary School Graduate	None Required	None Required	None Required	Organized, computer literate, can maintain proper recording & monitoring of stocks, have knowledge about different stocks of Wao WD, detail oriented
3	Electronics Communication System Operator C	9	6	Completion of Two Years Studies in College or High School Graduate with relevant vocational/ trade course	None Required	None Required	None Required	Can develop a database/ computer system, do regular cleaning & maintenance of office equipment, organized

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 February 1, 2021.

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.