

Republic of the Philippines
WAO WATER DISTRICT

JOB HIRING

Wao Water District is in need of the following:

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Qualification Standards				
				Education	Training	Experience	Eligibility	Competency (if applicable)
1	Electronics Communication System Operator C	11	6	Completion of two years studies in College or High School Graduate with relevant vocational/ trade course	None Required	None Required	None Required	Computer literate, knowledgeable in computer hardware and software, and patient.
2	Clerk Processor B	10	6	Completion of two years studies in College	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	Delivering Service Excellence, Effective Communication Skills, Effective Interpersonal Relations, Organizational Awareness & Commitment, Exemplifying Integrity, Professionalism & Flexibility
3	Customer Service Assistant E	21	4	Completion of two years studies in College	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	Time management skills and ability to handle customers

The Wao Water District highly encourages all interested and qualified applicants including persons with disability, and members of the indigenous communities, irrespective of gender orientation and gender identities, to apply.

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 November 30, 2022.

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 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:

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.