



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	Executive Assistant C	4	14	Bachelor's Degree	4 hours of training	1 year of experience	Career Service (Professional) Second Level Eligibility	Delivering Service Excellence, Effective Communication Skills, Effective Interpersonal Relations, Organizational Awareness & Commitment, Exemplifying Integrity, Professionalism & Flexibility
2	Secretary A	5	9	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	Delivering Service Excellence, Effective Communication Skills, Effective Interpersonal Relations, Organizational Awareness & Commitment, Exemplifying Integrity, Professionalism & Flexibility
3	Division Manager C	7	22	Bachelor's Degree	24 hours of relevant training	4 years of relevant experience	Career Service (Professional) Second Level Eligibility	Delivering Service Excellence, Effective Communication Skills, Effective Interpersonal Relations, Organizational Awareness & Commitment, Exemplifying Integrity, Professionalism & Flexibility
4	Water Utilities Development Officer A	31	16	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Delivering Service Excellence, Effective Communication Skills, Effective Interpersonal Relations, Organizational Awareness & Commitment, Exemplifying Integrity, Professionalism & Flexibility

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 8, 2025.

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.