

Republic of the Philippines  
**KABANKALAN WATER DISTRICT**  
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO  
must be in MS Excel format

RECEIVED  
ESPER HERMINIO O. LEGATE  
HR SPECIALIST I  
FEB 16 2023 11:05 am

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the KABANKALAN WATER DISTRICT, in the CSC website.

**SHEILA GUILLOT-GUADALUPE**

Admin. Division Manager

Date: February 16, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Driver	KWD-2014-003	4	15586	Elementary School Graduate	None Required	None Required	Driver's License (MC 11, s. 96 Cat.II)		KCWD-Office of the General Manager
2	Property/Supply Officer B	KWD-2014-006	12	29165	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		KCWD-Admin/ & Finance Division
3	Clerk Processor B	KWD-2014-012	6	17553	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		KCWD- Admin./& Finance Division
4	Customer Services Assistant B	KWD-2014-019	10	23176	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) First Level Eligibility		KCWD- Commercial Division
5	Customer Services Assistant B	KWD-2014-020	10	23176	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) First Level Eligibility		KCWD- Commercial Division

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 27, 2023.

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:

**SHEILA GUILLOT-GUADALUPE**  
Admin. Division Manager  
Cor. Rizal-Tayum Sts., Kabankalan City  
[kcwd\\_negros@yahoo.com](mailto:kcwd_negros@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.