



Republic of the Philippines
METRO VIGAN WATER DISTRICT

P. Burgos St, Barangay IV, Vigan City 2700 Ilocos Sur
Telephone Nos. 077-6740870, 6741321, 6040413
E-mail: metroviganwaterdistrict@yahoo.com
Website: www.metroviganwd.gov.ph



January 17, 2025

MS. MARINA GARCIA
Director II
Civil Service Commission
Ilocos Sur Field Office
Quirino Blvd, Bantay, Ilocos Sur

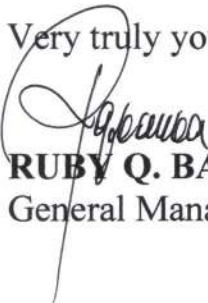
RECEIVED
Office/Unit: <u>CSC FO Ilocos Sur</u>
Transaction No. <u>ISFO-</u>
Date and Time: <u>17 JAN 2025</u>
Received by: MARY MAY N. QUERUBIN
Remarks: <u>Senior Human Resource Specialist</u>

Ma'am:

Pursuant to the provisions of Republic Act 7041, please effect the publication in the Civil Service Commission Bulletin this vacant and modified positions of Metro Vigan Water District.

Thank you and more power.

Very truly yours,


RUBY Q. BARBA
General Manager



Memorandum

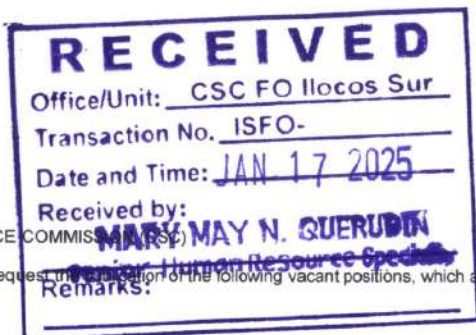
Date: January 17, 2025
To: ALL CONCERNED
From: THE OFFICE OF THE GENERAL MANAGER
Subject: VACANT & MODIFIED POSITIONS TO BE FILLED UP

RECEIVED
Office/Unit: <u>CSC FO Ilocos Sur</u>
Transaction No. <u>ISFO-</u>
Date and Time: <u>17 JAN 2025</u>
Received by: MARY MAY N. QUERUBIN Senior Human Resource Specialist
Remarks:

1. Attached is the list(s) of vacant and modified position(s) for Metro Vigan Water District, P. Burgos St., Solid West, Vigan City.
2. Interested applicants may submit their application to the undersigned.
3. In compliance with the Memorandum Circular Re: Implementation of the Republic Act No. 7041.


RUBY Q. BARBA
General Manager

CS Form No. 9
Revised 2018



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

Republic of the Philippines
METRO VIGAN WATER DISTRICT
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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

Remarks:

[Signature]
APPLE A. VIERNES
HRMO

Date: January 17, 2025

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	Engineer B	15	12	32,245.00	Bachelor's Degree in Engineering relevant to the job	None required	None required	RA 1080	With at least 6 months of experience in supervision of water utility operation	Engineering, Water Resources, Construction and Maintenance Department
2	Senior Water/Sewerage Maintenance Man B	87	10	25,586.00	Elementary School Graduate	2 years of relevant experience	8 hours of relevant training	None required	Knowledgeable in plumbing for water utility	Construction and maintenance Division
3	Water Resources Facilities Operator B	26	6	18,957.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Water Resources Facilities Operator (MC 11, s.96-Cat I)	Knowledgeable in pump operation and troubleshooting of motor control	Engineering, Water Resources Division
4	Carpenter B	61	3	15,852.00	Elementary School Graduate	None required	None required	Carpenter (MC 11, s.96-Cat II)	NC II - Carpentry	Administrative and General Services
5	Utilities/Customer Service Assistant B	47	10	25,586.00	Completion of two years studies in college	2 years of relevant experience	8 hours of relevant training	Career Service - Subprofessional (First Level)	Knowledgeable in the operation of Total Utility Billing System for Water Utility	Finance and Commercial Services Department

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 January 27, 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:

MRS. RUBY Q. BARBA
General Manager B
P. Burgos St., Solid West, Vigan City
metrovigantwaterdistrict@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.