



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

RECEIVED
Office/Unit: <u>CSC FO Ilocos Sur</u>
Transaction No. <u>ISFO-</u>
Date and Time: <u>MAR 11 2024</u> 2:33 PM
Received by: <u>MARY MAY N. QUERUBIN</u>
Senior Human Resource Specialist
Remarks:

Memorandum

Date: March 7, 2024
To: ALL CONCERNED
From: THE OFFICE OF THE GENERAL MANAGER
Subject: VACANT & MODIFIED POSITIONS TO BE FILLED UP

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 O. BARBA
General Manager



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March 7, 2024

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

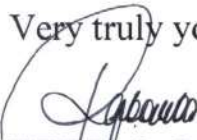
RECEIVED	
Office/Unit:	<u>CSC FO Ilocos Sur</u>
Transaction No.	<u>ISFO-</u>
Date and Time:	<u>MAR 11 2024</u> 7:23 pm
Received by:	<u>MARY MAY N. QUERUBIN</u>
Remarks:	<u>Human Resource Specialist</u>

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

RECEIVED

to: CSC FO Ilocos Sur

Division No. ISFO-

and Time: MAR 07 2024

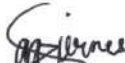
Received by:
MARY MAY N. QUERUBIN

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:


APPLE A. VIERNES
HRMO

Date: March 07, 2024

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	ADMINISTRATIVE AIDE IV (DRIVER II)	10	4	15,586.00	Elementary School Graduate	None required	None required	Professional Driver License (MC 11, S. 96-Cat. II)	Knowledgeable in plumbing for water utilities	Administrative and General Services Division
2	WATER RESOURCES FACILITIES TENDER A	41	5	16,543.00	Elementary School Graduate	None required	None required	None required	Knowledgeable in pump operation and motor control	Engineering, Water Resources Division
3	WATER/SEWERAGE MAINTENANCE MAN A	89	8	19,744.00	Elementary School Graduate	4 hours relevant training	1 year of relevant experience	None required	Knowledgeable in plumbing for water utilities	Construction and Maintenance Division
4	UTILITIES/CUSTOMER SERVICE ASSISTANT B	49	10	23,176.00	Completion of two years in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) First Level Eligibility	Knowledgeable in read and bill system	Commercial Services 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 March 17, 2024.

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.