RECEIVED
Office/Unit: CSC FO Ilocos Sur
Transaction No. ISFO-
Date and Time: MAR 17 2026
Received by:
Remarks:

Memorandum

Date: March 17, 2026
To: ALL CONCERNED
From: THE OFFICE OF THE GENERAL MANAGER
Subject: VACANT & MODIFIED POSITIONS TO BE FILLED UP

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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

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: mviganwd@gmail.com
Website: www.metroviganwd.gov.ph

BAGONG PILIPINAS

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March 17, 2026

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

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

CS Form No. 9
Revised 2025

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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 in the CSC Job Portal of the following vacant positions, which are authorized to be filled at the METRO VIGAN WATER DISTRICT:

APPLE A. VIERNES
HRMO

Date: 17-Mar-26

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 / Area of Specialization/ Residency Requirement* (if applicable)	
1	DATA CONTROLLER	66	9	24,329.00	Completion of 2 years of studies in college (prior to 2018) OR High school graduate with relevant vocational/trade course (prior to 2018), OR Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, OR Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, s. 96-Cat.I) First Level Eligibility		Engineering, Water Resources, Construction and Maintenance Department
2	WATER/SEWERAGE MAINTENANCE MAN C	69	4	17,506.00	Elementary School Graduate	None required	None required	None required		Construction and Maintenance Department
3	PLUMBER C	79	3	16,486.00	Elementary School Graduate	None required	None required	None required		Pipefitter or Plumber (MC 11, s. 96-Cat.I)

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than **March 27, 2026**

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
2. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
3. Hard copy or electronic copy of proof of eligibility/rating/license; and
4. Hard copy or electronic copy of Transcript of Records.

This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.
This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to the head of office/ human resource management office/records office, as the case may be:

MRS. RUBY Q. BARBA
General Manager B
P. Burgos St., Solid West, Vigan City
(077)674-0648 / 09976941757 / mvwdhr@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.