

Republic of the Philippines  
**BAYUGAN 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 BAYUGAN WATER DISTRICT in the CSC website:

Date: 11-Jan-21

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Cashiering Assistant	7	8	18,251.00	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	CS - subprof.	Integrity, Computer Literacy, Communication skills, Reporting skills, Mathematical skills, Customer orientation	Bayugan Water District Office
2	Storekeeper D	11	4	14,400.00	Elementary School Graduate	None required	None required	None required	Integrity, Negotiation skills, Orderliness, Communication Skills, Computer literacy, Facilities Management, Detail Oriented	Bayugan Water District Office
3	Engineering Assistant B	14	8	18,251.00	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	CS - subprof.	Presentation skills, Decisiveness, Detail Oriented, Analytical Skills, Negotiation Skills, Communication Skills, Supervision, Coordinating and Directing Skills	Bayugan Water District Office
4	Clerk Processor B	15	6	16,200.00	Completion of 2 years studies in college	None required	None required	CS - subprof.	Adaptability, Resourcefulness, Initiative, Computer Literacy, Detail Oriented, Communication Skills	Bayugan Water District Office
5	Utilities/ Customer Services Assistant E	22	4	14,400.00	Completion of 2 years studies in college	None required	None required	CS - subprof.	Initiative, Computer Literacy, Stress Management, Negotiation Skills, Customer Orientation, Communication Skills	Bayugan Water District Office

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 28, 2021.

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:

**FELIPA M. ASIS, MPA**  
General Manager  
Lanzones St., Pob., Bayugan City  
[bayugan\\_wd83@yahoo.com.ph](mailto:bayugan_wd83@yahoo.com.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**