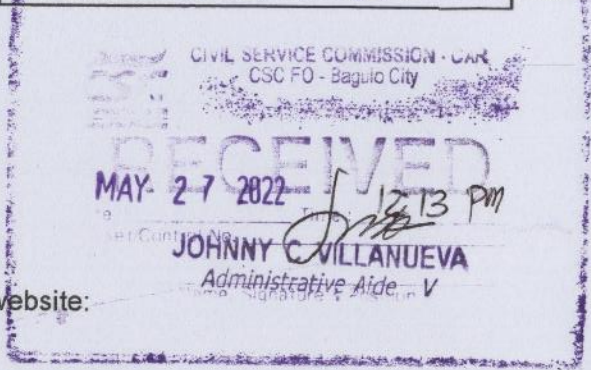


Republic of the Philippines
BAGUIO CITY WATER DISTRICT
Request for Publication of Vacant Positions

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



To: CIVIL SERVICE COMMISSION (CSC)

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

ENGR. GUILLERMO V. LUCERO
HRMO

Date: May 26, 2022

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)	
AUDIT DIVISION										
1	Senior Internal Control Officer B (Management Audit Section)	11	16	38,150.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/Second Level Eligibility	1. Knowledge on Basic Utility Auditing/ preparation of audit report; 2. Knowledge on COA, CSC and DBM Rules and Guidelines; 3. Knowledge on Commercial Practices; 4. Financial report preparation and analysis	Baguio City

ADMINISTRATIVE DIVISION

2	Division Manager A	23	24	88,410.00	Master's Degree OR Certificate of Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention within the last 5 years	4 years supervisory/ management experience	Career Service Professional/Second Level Eligibility	1. Values and Ethics; 2. Strategic Thinking; 3. Engagement; 4. Management Excellence; 5. Resource Management	Baguio City
3	Industrial Relations Management Officer B	29	13	29,798.00	Bachelor's degree	None required	None required	Career Service Professional/Second Level Eligibility	1. Knowledge in CSC Rules and Regulations and DBM Guidelines on Personnel Matters; 2. Effective Communication Skills; 3. Records Management; 4. Interpersonal abilities	Baguio City
4	Industrial Relations Management Assistant A	30	10	22,190.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant rexperience	Career Service Sub- Professional/First Level Eligibility	1. Knowledge in CSC Rules and Regulations and DBM Guidelines on Personnel Matters; 2. Effective Communication Skills; 3. Records Management; 4. Interpersonal abilities	Baguio City

5	Administrative Services Chief B	46	19	49,835.00	Bachelor's degree	8 hours of relevant training	2 years of relevant rexpérience	Career Service (Professional) Second Level Eligibility	1. Knowledge on the LTO and GSIS guidelines, rules and regulations; 2. Excellent Communication skills; 3. Supervisory skills; 4. Coaching and Mentoring Techniques; 5. Interpersonal abilities	Baguio City
INFORMATION and COMMUNICATIONS TECHNOLOGY DIVISION										
6	Management Information Systems Researcher	61b	12	27,608.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	1. Knowledge in CSC Rules and Regulations; 2. Data Management; 3. Computer Programming/ Application and Troubleshooting; 4. Interpersonal abilities	Baguio City
7	Forms Designer	61c	8	18,998.00	Completion of two years studies in College or High School Graduate with relevant Vocational or trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Draftsman or Illustrator (MC 10, s. 2013 - Cat. II) First Level Eligibility	1. Knowledge in CSC Rules and Regulations; 2. Data Management; 3. Computer Programming/ Application and Troubleshooting; 4. Interpersonal abilities	Baguio City

FINANCE DIVISION										
8	Cashier D	84	10	22,190.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	1. Knowledge in COA Rules and Regulations; 2. Knowledge in Commercial Practices and Collection System; 3. Records Keeping/ Management; 4. Communication Skills	Baguio City
COMMERCIAL DIVISION										
9	Driver-Mechanic A	99 & 100	9	20,402.00	High School Graduate or Completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Mechanic (MC 10, s. 2013 - Cat. IV)	1. Knowledge in LTO Rules and Regulations; 2. Safety driving and work safety practices; 3. Automotive Troubleshooting; 4. Communication Skills	Baguio City
PRODUCTION DIVISION										
10	Water Resources Facilities Operator B	139 & 140	6	16,877.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Water Resources Facilities Operator (MC 10, s. 2013-Cat. II)	1. Knowledge in Electro Mechanical Systems Operations; 2. Knowledge in Pumps/wells maintenance and operations; 3. Interpersonal abilities and flexibility	Baguio City

11	Senior Water Utilities Management Officer (Water Distribution Section Area 1)	163	18	45,203.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	1. Knowledge on the Technical Operations of a Water District; 2. Excellent Communication skills; 3. Coaching/ Mentoring Techniques; 4. Interpersonal abilities	Baguio City
12	Water Utilities Management Officer B	165	14	32,321.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	1. Knowledge on the Technical Operations of a Water District; 2. Excellent Communication skills; 3. Coaching/ Mentoring Techniques; 4. Interpersonal abilities	Baguio City
CONSTRUCTION AND MAINTENANCE DIVISION										
13	Water Resources Facilities Technician (Water Quality Section)	190	11	25,439.00	High School Graduate or Completion of relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Water Resources Facilities Technician (MC 10, s. 2013-Cat. II)	1. Basic Plumbing Techniques; 2. Knowledge in Water Treatment; 3. Basic Maintenance of Equipment/tools; 4. Interpersonal abilities	Baguio City

14	Laboratory Technician A	192	10	22,190.00	Completion of two years studies in College	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) Laboratory Technician (MC 10, s. 2013-Cat. II) First Level Eligibility	1. Water Bacteriological and Chemical Analysis; 2. Knowledge in Water Treatment/ laboratory works; 3. Communications skills; 4. Interpersonal abilities	Baguio City
15	Senior Water Maintenance Man B (Restoration Section)	198	10	22,190.00	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	None required (MC 10 s. 2013, Cat. III)	1. Basic Plumbing Techniques; 2. Shielded Metal Arc Welding Skills; 3. Basic Maintenance of Equipment/tools; 4. Interpersonal abilities	Baguio City
16	Water Utilities Management/ Development Officer A (Pipelines & Leakage Control Section - Area 1)	205	16	38,150.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	1. Knowledge on the Technical Operations of a Water District; 2. Leak Detection Techniques 3. Excellent Communication skills; 4. Coaching/ Mentoring Techniques; 5. Interpersonal abilities	Baguio City

17	Senior Water Maintenance Man B (Pipelines and Leakage Control Section)	209 & 216	10	22,190.00	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	None required (MC 10 s. 2013, Cat. III)	1. Basic Plumbing Techniques; 2. Leak Detection Techniques; 3. Basic Maintenance of Equipment/tools; 4. Interpersonal abilities	Baguio City
18	Water Utilities Management/ Development Officer A (Pipelines & Leakage Control Section - Area 2)	212	16	38,150.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	1. Knowledge on the Technical Operations of a Water District; 2. Leak Detection Techniques 3. Excellent Communication skills; 4. Coaching/ Mentoring Techniques; 5. Interpersonal abilities	Baguio City
19	Water Utilities Management/ Development Officer B (Pipeline & Leakage Control Area 2)	213	14	32,321.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	1. Knowledge on the Technical Operations of a Water District; 2. Excellent Communication skills; 3. Coaching/ Mentoring Techniques; 4. Interpersonal abilities	Baguio City

20	Water Utilities Management/ Development Officer A (Pipelines & Leakage Control Section - Area 3)	219	16	38,150.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	1. Knowledge on the Technical Operations of a Water District; 2. Leak Detection Techniques 3. Excellent Communication skills; 4. Coaching/ Mentoring Techniques; 5. Interpersonal abilities	Baguio City
21	Water Utilities Management/ Development Officer B (Pipeline & Leakage Control Area 3)	220	14	32,321.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	1. Knowledge on the Technical Operations of a Water District; 2. Excellent Communication skills; 3. Coaching/ Mentoring Techniques; 4. Interpersonal abilities	Baguio City
22	Senior Water Maintenance Man A (Pipelines and Leakage Control Section- Night Shift)	227	12	27,608.00	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	None required (MC 10 s. 2013, Cat. III)	1. Basic Plumbing Techniques; 2. Leak Detection Techniques; 3. Basic Maintenance of Equipment/tools; 4. Interpersonal abilities	Baguio City

NRWM DIVISION										
23	Water Utilities Management/ Development Officer A (Design/Health and Safety)	238	16	38,150.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	1. Knowledge on the Technical Operations of a Water District; 2. Knowledge on Work Safety Habits and Services 3. Excellent Communication skills; 4. Coaching/ Mentoring Techniques; 5. Interpersonal abilities	Baguio City
ENGINEERING DIVISION										
24	Division Manager A (Anticipated Vacancy effective June 26, 2022 due to Mandatory Retirement)	255	24	88,410.00	Master's Degree OR Certificate of Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention within the last 5 years	4 years supervisory/ management experience	Career Service Professional/Second Level Eligibility	1. Values and Ethics; 2. Strategic Thinking; 3. Engagement; 4. Management Excellence; 5. Resource Management	Baguio City

25	Senior Right of Way Officer	261	15	35,097.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/Second Level Eligibility	1. Knowledge on the Technical Operations of a Water District; 2. Knowledge on Water supply engineering 3. Excellent Communication skills; 4. Computer Applications in Engineering; 5. Interpersonal abilities	Baguio City
26	Watershed Management Officer	274	13	29,798.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional/Second Level Eligibility	1. Knowledge in Watershed Management, Watershed Development and Management Plan; 2. Excellent Communication skills; 4. Computer literacy; 5. Interpersonal abilities	Baguio City

This office highly encourages interested and qualified men and women applicants including person's with disability (PWD), member of indigenous communities and those from any sexual orientation and gender identities (SOGI). Attach the following documents to the application letter and send to the address below not later than **JUNE 7, 2022**.

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:

ENGR. SALVADOR M. ROYECA
General Manager
003 Purok BWD Brgy. Marcoville, Baguio City
baguiowaterdistrictgmo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.