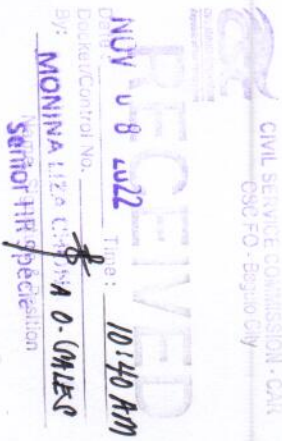


Republic of the Philippines
BAGUIO CITY WATER DISTRICT
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)



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

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			
AUDIT DIVISION											
					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 Basic Utility Auditing/ preparation of audit report; 2. Knowledge on COA, CSC and DBM Rules and Guidelines; 3. Knowledge on Commercial Practices; 4. Operations Audit report preparation and analysis		
1	Senior Internal Control Officer A (Operations Audit Section)	15	18	45,203.00						Baguio City	

ATTY. CHANELL DOLOR D. DE GUZMAN

Date: November 7, 2022

ADMINISTRATIVE DIVISION

					Bachelor's degree	16 hours of relevant training	3 year of relevant experience	Career Service Professional/Second Level Eligibility	1. Values and Ethics; 2. Strategic Thinking; 3. Engagement; 4. Management Excellence; 5. Resource Management; 6. CSC Rules and DBM Guidelines on Personnel	Baguio City
2	Supervising Industrial Relations Management Officer A	25	20	55,799.00						
3	Senior Industrial Relations Development Officer B	26	17	41,508.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/Second Level Eligibility	1. Values and Ethics; 2. Strategic Thinking; 3. Engagement; 4. Management Excellence; 5. Resource Management; 6. CSC Rules and DBM Guidelines on Personnel matters.	Baguio City
4	Industrial Relations Management Officer B	28	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

				Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/Second Level Eligibility	1. Knowledge in RA 9184 and other procurement laws and guidelines; 2. Effective Communication Skills; 3. Records Management; 4. Interpersonal abilities	Baguio City
5	Materials Procurement Officer B	36	15	35,097.00					

INFORMATION and COMMUNICATIONS TECHNOLOGY DIVISION

				Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	1. Values and Ethics; 2. Strategic Thinking; 3. Engagement; 4. Management Excellence; 5. Data & Resource Management	Baguio City
6	Data Management Chief B	62	20	55,799.00					

FINANCE DIVISION

				Completion of two years studies in College	8 hours of relevant training	2 years of relevant experience	Career Service (Sub-Professional) Second Level Eligibility	1. Knowledge in COA Rules and Regulations; 2. Knowledge in Commercial Practices and Collection System; 3. Financial report preparation and analysis; 4. Communication Skills	Baguio City
7	Senior Accounting Processor A	69	12	27,608.00					

PRODUCTION DIVISION

8	Water Resources Facilities Operator B	141 & 142	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	Baguio City
9	Senior Water Utilities Management Officer (Electro Mechanical Section)	144	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
10	Senior Water Maintenance Man B (Water Distribution Section - Area 1)	157	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. Knowledge in Electro Mechanical Systems Operations; 2. Knowledge in Pumps/wells maintenance and operations; 3. Interpersonal abilities and flexibility	Baguio City

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				Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	None required (MC 10 s. 2013, Cat. III)	1. Knowledge on the Technical Operations of a Water District; 2. Excellent Communication skills; 3. Coaching/ Mentoring Techniques; 4. Interpersonal abilities	Baguio City
14	Senior Water Maintenance Man B (Water Distribution Section - Area 3)	178	10	22,190.00					

NRWM DIVISION

				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
15	Senior Water Maintenance Man B (Design Section)	246 & 247	10	22,190.00					

ENGINEERING DIVISION

				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
16	Senior Water Maintenance Man A (Mainline Expansion and Rehabilitation Section)	268	12	27,608.00					

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 **NOVEMBER 18, 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.