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CIVIL SERVICE COMMISSION - CAR
CSC FO - Baguio City

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By: MONINA LIZA CHONA O. SALES
Name, Signature & Position
Senior HR Specialist

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:

[SIGNED]

ATTY. CHANELL DOLOR D. DE GUZMAN-BITAO

HRMO

Date: December 12, 2024

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		
OFFICE OF THE BOARD OF DIRECTORS										
1	Minutes/Agenda Officer B	1	11	28,512.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	1. Knowledge on CSC Code of Discipline and other applicable CSC rules 2. Computer, Communication (oral and written) and Customer Service skills 3. Interpersonal abilities, work protocols and ethics 4. Flexibility	Baguio City

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OFFICE OF THE GENERAL MANAGER										
2	Corporate Attorney A	4	18	49,015.00	Bachelor of Laws	None required	None required	RA 1080	1. Knowledge on the operations of a water district 2. Knowledge on COA, CSC and DBM rules and guidelines, and procurement guidelines/RA No. 9184 3. Legal research and analysis, and communication skills 4. Interpersonal abilities	Baguio City
3	Senior Corporate Attorney	4a	21	67,005.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080	1. Knowledge on the operations of a water district 2. Knowledge on COA, CSC and DBM rules and guidelines, and procurement guidelines/RA No. 9184 3. Legal research and analysis, and communication skills 4. Interpersonal abilities	Baguio City

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AUDIT DIVISION										
4	Senior Internal Control Officer B	10	16	41,616.00	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. Management Audit report preparation and analysis	Baguio City
OFFICE OF THE ASSISTANT GENERAL MANAGER - Finance, Commercial & Administrative										
5	Private Secretary C	22	11	28,512.00	Completion of two years studies in college	None required	None required	None required	1. Knowledge on CSC Code of Discipline and other applicable CSC rules 2. Computer, Communication (oral and written) and Customer Service skills 3. Interpersonal abilities, work protocols and ethics 4. Flexibility	Baguio City

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ADMINISTRATIVE DIVISION										
6	Senior Warehouse Officer	32	15	38,413.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant rexpience	Career Service (Professional) Second Level Eligibility	1. Knowledge in Property Management 2. Knowledge on COA Guidelines on Disposal 3. Communication (oral and written), basic computer and customer service skills 4. Interpersonal abilities 5. Flexibility	Baguio City
7	General Services Officer B	45	14	35,434.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant rexpience	Career Service (Professional) Second Level Eligibility	1. Knowledge in automotive troubleshooting and repair 2. Knowledge on standard practices, tools and equipment of vehicles 3. Basic communication (oral and written) skills 4. Interpersonal abilities	Baguio City
INFORMATION AND COMMUNICATIONS TECHNOLOGY DIVISION										
8	Computer Services Programmer A	60	15	38,413.00	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 in CSC rules and regulations 2. Data Management 3. Computer Programming/ Application and Troubleshooting 4. Interpersonal abilities	Baguio City

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9	Data Analyst Controller	63c	13	32,870.00	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
FINANCE DIVISION										
10	Senior Corporate Accountant A	66	18	49,015.00	Bachelor's Degree in Commerce/Business Administration Major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080	1. Knowledge in COA rules and regulations and DBM guidelines 2. Knowledge in Basic Water Utility Accounting 3. Financial report preparation and analysis 4. Communication (oral and written) and computer skills	Baguio City
11	Senior Accounting Processor A	71	12	30,705.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Sub-Professional) First Level Eligibility	1. Knowledge in COA rules and regulations and DBM guidelines 2. Knowledge in Basic Water Utility Accounting 3. Financial report preparation and analysis 4. Communication (oral and written) and computer skills	Baguio City

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COMMERCIAL DIVISION										
12	Customer Services Assistant A (Customer Care)	92	12	30,705.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Sub-Professional) First Level Eligibility	1.Knowledge in commercial practices 2. Excellent communication skills 3. Quality customer service/relations 4. Interpersonal abilities	Baguio City
13	Customer Services Assistant A (Billing)	113	12	30,705.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Sub-Professional) First Level Eligibility	1.Knowledge in commercial practices 2. Excellent communication skills 3. Knowledge in Basic Water Utility Accounting 4. Interpersonal abilities	Baguio City
PRODUCTION DIVISION										
14	Senior Water Resources Facilities Technician	129	12	30,705.00	High School Graduate or Completion of relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Water Resources Facilities Operator (MC 10, s. 2013-Cat. II)	1.Knowledge on electro-mechanical system operations, maintenance of pumps/wells 2. Basic plumbing skills 3. Technical report preparation 4. Interpersonal abilities	Baguio City

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15	Water Resources Facilities Operator A	132 & 133	8	20,534.00	High School Graduate or Completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Water Resources Facilities Operator (MC 10, s. 2013-Cat. II)	1. Knowledge on electro-mechanical system operations 2. Knowledge on maintenance of pumps/wells 3. Knowledge on operation and maintenance of production, storage and distribution facilities 4. Interpersonal abilities	Baguio City
16	Water Utilities Management Officer A (Water Distribution Section - Area 2)	164	16	41,616.00	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 water distribution and troubleshooting 3. Communication (oral and written) skills 4. Interpersonal abilities	Baguio City
17	Supervising Water Utilities Management/ Development Officer (Water Distribution Section - Area 3)	171	20	60,157.00	Bachelor's Degree relevant to the job	16 hours of relevant training	3 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

CONSTRUCTION AND MAINTENANCE DIVISION

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)	
18	Chemist A	189	13	32,870.00	Bachelor's Degree in Chemistry	None required	None required	RA 1080	1. Water Bacteriological and Chemical Analysis 2. Knowledge in water treatment/ laboratory works 3. Communication skill (oral and written) 4. Interpersonal abilities	Baguio City
19	Senior Quality Control/Assurance Inspector (Restoration Section)	199	16	41,616.00	Completion of two years studies in college	24 hours of relevant training	4 years of relevant experience	Career Service (Sub-Professional) First Level Eligibility	1. Knowledge on technical operations 2. Knowledge on pipe network analysis 3. Communication skill (oral and written) 4. Interpersonal abilities	Baguio City
20	Water Maintenance Man A (Pipelines & Leakage Control Section - Areas 1,2 & 3)	210, 217 & 224	8	20,534.00	Elementary School Graduate	4 hours of relevant training	1 year 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

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21	Supervising Water Utilities Management/ Development Officer (Pipelines & Leakage Control Section - Areas 2 & 3)	211 & 218	20	60,157.00	Bachelor's Degree relevant to the job	16 hours of relevant training	3 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
22	Senior Water Maintenance Man A (Pipelines & Leakage Control Section - Area 2)	214	12	30,705.00	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
23	Senior Water Maintenance Man B (Pipelines & Leakage Control Section - Nightshift)	229 & 234	10	24,381.00	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
24	Plumber A (Pipelines & Leakage Control Section - Nightshift)	235	8	20,534.00	High School Graduate or Completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Plumber (MC 10, s. 2013-Cat. II)	1. Basic plumbing techniques 2. Leak detection techniques 3. Basic maintenance of equipment/tools 4. Interpersonal abilities	Baguio City

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NON-REVENUE WATER MANAGEMENT DIVISION										
25	Senior Quality Control/Assurance Inspector (Design Section)	241	16	41,616.00	Completion of two years studies in college	24 hours of relevant training	4 years of relevant experience	Career Service (Sub-Professional) First Level Eligibility	1. Knowledge on technical operations 2. Knowledge on non-revenue water management 3. Communication skill (oral and written) 4. Interpersonal abilities	Baguio City
ENGINEERING DIVISION										
26	Water Maintenance Man A (Planning Section)	263	8	20,534.00	Elementary School Graduate	4 hours of relevant training	1 year 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
27	Supervising Engineer A (Mainline Expansion & Rehabilitation Section)	265	18	49,015.00	Bachelor's Degree in Engineering relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080	1. Knowledge on technical operations 2. Knowledge on water supply, engineering supply and computer applications in engineering 3. Communication skill (oral and written) 4. Interpersonal abilities	Baguio City

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28	Watershed Management Chief	272	20	60,157.00	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	1. Knowledge in Watershed Management, Watershed Development and Management Plan 2. Excellent communication skills 3. Coaching/ mentoring techniques 4. Interpersonal abilities	Baguio City
29	Senior Engineer A (Water Resources Management Section)	278	16	41,616.00	Bachelor's Degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080	1. Knowledge on technical operations 2. Knowledge on drilling/well rehabilitation 3. Communication skill (oral and written) 4. Interpersonal abilities	Baguio City

This office highly encourages interested and qualified men and women applicants including persons 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 **DECEMBER 24, 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:

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.