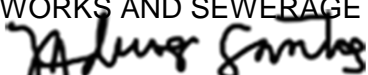


Republic of the Philippines
METROPOLITAN WATERWORKS AND SEWERAGE SYSTEM
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the METROPOLITAN WATERWORKS AND SEWERAGE SYSTEM in the CSC website:


LAURELYNN F. DELOS SANTOS
HRMO

Date: September 22, 2020

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)	
1	Department Manager A	12	26	107,444.00	Master's degree OR Certificate in Leadership and Management from the CSC	120 hours of supervisory/manag ement training/learning and development intervention	5 years of supervisory/mana gement experience	Career Service Professional/Second Level eligibility	Building collaborative, inclusive working relationships (advanced); Managing Performance and coaching for results (advanced); Leading Change (advanced); Thinking strategically and creatively (advanced);Creating and nurturing a high performing organization (advanced)	Policy, Planning and Public Relations Department

2	Division Manager A	68	24	83406	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	Career Service (Professional)/Second Level Eligibility	Building collaborative, inclusive working relationships (intermediate); Managing Performance and coaching for results (intermediate); Leading Change (intermediate); Thinking strategically and creatively (intermediate); Creating and nurturing a high performing organization (intermediate)	Asset Management Department
3	Claims Control Specialist	44	19	45269	Bachelor's degree preferably in any of the following areas: Business Management, Business Administration, Finance/Accountancy, Economics or other allied courses	8 hours of relevant training preferably in audit and/or claims control	2 years of experience in Financial Management/Operation	Career Service (Professional) Second Level Eligibility		Finance Department
4	Cashier A	30	16	33584	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/Second Level Eligibility		Finance Department

5	Board Secretary V	2	24	83406	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	Career Service (Professional)/Second Level Eligibility	Building collaborative, inclusive working relationships (intermediate); Managing Performance and coaching for results (intermediate); Leading Change (intermediate); Thinking strategically and creatively (intermediate); Creating and nurturing a high performing organization (intermediate)	Office of the Board Secretariat
6	Attorney III	22	21	57805	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080		Legal Services Department
7	Senior Operations Auditor	06	19	45269	Bachelor's degree preferably in any of the following areas: Internal Auditing, Accountancy, Communications, Industrial Engineering, Management Engineering, Business Management, Economics, Public Administration or other allied courses	8 hours of relevant training preferably in government auditing processes	2 years of experience in operations or compliance audit	Career Service (Professional) Second Level Eligibility		Internal Audit Department

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 **October 2, 2020**.

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:

ROMEO D. RODEROS

Deputy Administrator, Management Services Group/Chairperson-HRMPSB

4th Floor MWSS Bldg. Katipunan Road Balara Q.C.

mwsshumanresoure@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.