


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: June 18, 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	Board Secretary VI	1	25	95083	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

2	Senior Operations Auditor	06	19	45269	Bachelor's degree preferably in any of the following areas: Internal Auditing, 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
3	Junior Operations Auditor	07	15	30531	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	4 hours of relevant training preferably in government auditing processes	1 year experience in operations or compliance audit	Career Service (Professional) Second Level Eligibility		Internal Audit Department
4	Senior Cashier	29	18	40637	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/Second Level Eligibility		Finance Department

5	Financial Analyst I	39	11	20754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/Second Level Eligibility	Finance Department
6	Financial Analyst I	40	11	20754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/Second Level Eligibility	Finance Department
7	Billing and Loan Control Analyst	46	13	25232	Bachelor's degree preferably in any of the following areas: Business Management, Business Administration, Finance/Accountancy, Economics or other allied course	None required	None required	Career Service (Professional)/Second Level Eligibility	Finance Department

8	Deputy Administrator	65	28	137195	Master's degree in Business Administration or Accountancy or Economics or Industrial/Management Engineering or Engineering related course or Bachelor of Laws	80 hours of managerial training and 40 hours training in advance courses, finance management/human resources management and/or general administration	8 years experience in water and sewerage management with policy interpretation and/or information technology/asset and/or property protection interpretation and operations management	Career Service Professional /Second Level Eligibility/ RA 1080 (Bar or CPA)	Building collaborative, inclusive working relationships (superior); Managing Performance and coaching for results (superior); Leading Change (advanced); Thinking strategically and creatively (superior);Creating and nurturing a high performing organization (superior)	Office of the Deputy Administrator for Innovation and Technology Group
9	Division Manager A	83	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)	Research and Standards Development Department

10	Principal Engineer A	91	22	65319	Bachelor's degree in Engineering relevant to the job	24 hours of relevant training	4 years of relevant experience	RA 1080		Water and Sewerage Management Department
11	Principal Engineer A	92	22	65319	Bachelor's degree in Engineering relevant to the job	24 hours of relevant training	4 years of relevant experience	RA 1080		Water and Sewerage Management Department
12	Senior Engineer A	94	16	33584	Bachelor's degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080		Water and Sewerage Management Department
13	Principal Engineer C	119	20	51155	Bachelor's degree in Engineering relevant to the job	16 hours of relevant training	3 years of relevant experience	RA 1080		Field Operations Management 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 June 29, 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 Quezon City

mwsshumanresource@gmail.com/Hrcareers@mwss.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.