

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 11, 2021

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	25	26	107444	Master's degree OR Certificate in Leadership and Management from the CSC	120 hours of supervisory/management learning and development intervention	5 years of supervisory/management 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)	Finance Department

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)	
2	Planning Officer IV	15	22	65319	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) /Second Level Eligibility		Policy, Planning and Public Relations 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 **21 June 2021**.

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](http://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:

**JOCELYN M. TOLEDO**

Chairperson-HRMPSB/D.A. Management Services Group  
4th Floor MWSS Bldg. Katipunan Road Balara Quezon City  
[Hrcareers@mwss.gov.ph](mailto:Hrcareers@mwss.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**