

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:

Electronic copy to be submitted to the CSC FO must be in MS Excel format.

**CIVIL SERVICE COMMISSION**  
National Capital Region  
CSEO-UP

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By: \_\_\_\_\_  
DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

JAN 09 2020

**RECEIVING COPY**

LAURELYNN F. DELOS SANTOS  
HRMO

Date: January 9, 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	Supervising Claims Control Specialist	42	20	51155	Bachelor's degree preferably in any of the following areas: Business Management; Business Administration; Finance/Accountancy	16 hours of relevant training preferably in audit and/or claims control	3 years of experience in Financial Management/ Operation	Career Service (Professional)/ Second Level Eligibility		Finance Department/ Finance Accounting and Claims Control Division
2	Attorney IV	20	23	73811	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080		Legal Services 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 January 20, 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](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:

**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.

CIVIL SERVICE COMMISSION  
National Capital Region  
CSFO-UP

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