

Place of Assignment :	CCWD
Position Title :	Administration Services Aide
Plantilla Item No. :	CADIZ CITYWD-2015-005
Salary/Job/Pay Grade :	4
Monthly Salary :	Php 13,807.00
Eligibility :	none required
Education :	Elem. Graduate
Training :	none required
Work Experience :	none required

Competency :**Instructions/Remarks :**

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 September 30, 2020.

Documents:

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:

ANGELO S. VARGAS

General Manager C

Cadiz City Water District, Burgos St. Cadiz City

ccwdcadiz@ymail .com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : September 15, 2020

Closing Date : September 30, 2020