

**SENIOR OFFICE EQUIPMENT  
TECHNICIAN A**

**RENEWAL OF TEMPORARY APPOINTMENT**

Plantilla Item No. : 262 (1 slot)  
Salary Grade : 12  
Place of Assignment : PMMD, MCWD Motorpool, Talamban, Cebu City

**MINIMUM QUALIFICATIONS:**

Education : High School graduate or Completion of relevant vocational/trade course  
Training : 8 hours of relevant training  
Experience : 2 years of relevant experience  
Eligibility : Equipment Technician (as amended by MC 10, s. 2013 - Cat. II)

**COMPETENCIES NEEDED:**

The position's general function is to ensure readiness and availability of all vehicles, power generator sets and other construction equipment by performing corrective and preventive maintenance programs on electrical and electronic control systems of vehicle and equipment.  
Competencies required: Maintenance of vehicle and equipment, Technical Advisory


**Interested applicants must submit the following documents:**

1. Duly accomplished Personal Data Sheet (PDS) with recent passport size picture
2. Performance Rating in the last rating period
3. Authenticated copy of the CSC Eligibility / PRC License / Board or Bar rating
4. Certified True Copy of Diploma, Transcript of Records and other documents supporting highest educational attainment
5. Certified True Copy of Employment Certificate with detailed Job Description issued by the authorized personnel
6. Certified True Copy of Certificate of Trainings / Seminars / Conferences / Workshops attended (include the module / program)


**COMPLETE** application documents / requirements must be submitted to the Human Resources Department or through email at [mcwdrecruitment2@gmail.com](mailto:mcwdrecruitment2@gmail.com) not later than December 9, 2022. Applications with incomplete documents shall not be entertained. Applicants who will pass the initial screening will be contacted for a written examination.

MCWD adheres to the equal employment opportunity principle.

Approved:

  
ELSON C. ENGLIS  
Manager, Human Resources Dept.

Noted:

  
EDGAR H. DONOSO  
Acting General Manager

