

**ASSISTANT GENERAL MANAGER**  
**PERMANENT HIRING**

Plantilla Item No. : 63 (1 slot)  
Salary Grade : 27  
Place of Assignment : Finance Group, MCWD Main Office, Cebu City

**MINIMUM QUALIFICATIONS:**

Education : Master's Degree or Certificate in Leadership and Management from CSC  
Training : 120 hours of supervisory/management learning and development intervention  
Experience : 5 years of supervisory/management experience  
Eligibility : Career Service (Professional), Second Level Eligibility

**COMPETENCIES NEEDED:**

Manages all the administrative direction, control and over-all management for the Commercial Services Department and Financial Management Department. Assists the General Manager in the implementation of financial plans and programs for the Water District. Improve the financial, billing and collection, accounting and customer service systems and financial operations of the Water District.

Competencies required: Financial Accounting, Budgeting, Planning and Reporting; Corporate Finance and Treasury Management, Financial Risk Management, Business Planning

**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)

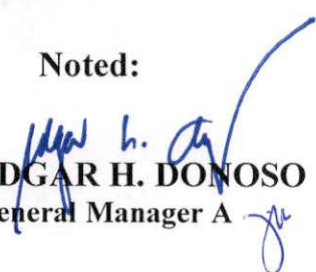
**COMPLETE** application documents / requirements must be submitted to the Human Resources Department or through email at [Recruitment@mcwd.gov.ph](mailto:Recruitment@mcwd.gov.ph) not later than February 5, 2023. Applications with incomplete documents shall not be entertained. Applicants who will pass 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  
General Manager A

