



Republic of the Philippines  
*Metropolitan Cebu Water District*

Lapu-Lapu - Magallanes Sts., Cebu City

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## **SURVEY AIDE A**

### **CONTRACTUAL HIRING**

Plantilla Item No.	: N/A (2 slots)
Salary Grade	: 6
Place of Assignment	: Planning Div., Engineering Department, MCWD Main Office

#### **MINIMUM QUALIFICATIONS:**

Education	: High School graduate or Completion of relevant vocational/trade course
Training	: None Required
Experience	: None Required
Eligibility	: None Required (amended by CSC MC No. 10, s. 2013 - Cat. III)

#### **COMPETENCIES NEEDED:**

The position will assist during field survey activity and secure the survey instruments and accompanying accessories. It also assumes the duties of the Engineering Assistant A in the absence of the latter.

Competency required: Field Data Collection & Processing, Support & Maintenance

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 January 19, 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

