

**WAREHOUSE OFFICER A**  
**PERMANENT HIRING**

Plantilla Item No. : 232 (1 slot)  
Salary Grade : 13  
Place of Assignment : Procurement Div., PMMD, MCWD Talamban, Cebu City

**MINIMUM QUALIFICATIONS:**

Education : Bachelor's degree  
Training : None Required  
Experience : None Required  
Eligibility : Career Service (Professional), Second Level Eligibility

**COMPETENCIES NEEDED:**

The position is responsible in maintaining inventory by receiving, storing, issuance of items, securing warehouse and safeguarding MCWD's assets. Monitoring of critical spare and facilitate request for replenishment. Also, it may be required to operate forklift trucks, electric stacker and other powered materials-handling equipment.

Competencies required: Knowledge in Warehouse and Inventory Management, Written & verbal communication skills, Attention to details, People Skills, Independence

**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)

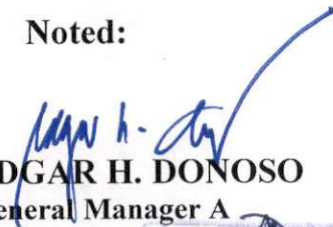
**COMPLETE** application documents / requirements must be submitted to the Human Resources Department or through email at [Recruitment@mcwd.gov.ph](mailto:Recruitment@mcwd.gov.ph) not later than February 5, 2023. Applications with incomplete documents shall not be entertained. Applicants who will pass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