



Republic of the Philippines
Metropolitan Cebu Water District

Lapu-Lapu - Magallanes Sts., Cebu City
Tel. Nos. (032) (254-8434) • 412-1836 • 256-0413 to 15 • 256-0424
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ADMINISTRATION SERVICES

ASSISTANT C **PERMANENT HIRING**

Plantilla Item No.	: 202 (1 slot)
Salary Grade	: 8
Place of Assignment	: Public Information Division, CORPLAN Dept., MCWD Main Office, Cebu City

MINIMUM QUALIFICATIONS:

Education	: Completion of two years studies in college
Training	: 4 hours of relevant training
Experience	: 1 year of relevant experience
Eligibility	: Career Service (Subprofessional), First Level Eligibility

COMPETENCIES NEEDED:

- Administrative Skills
- Routing and Directional Skills
- Interpersonal Skills

Interested applicants must submit the following documents:

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| <ol style="list-style-type: none">1. Duly accomplished Personal Data Sheet (PDS) with recent passport size picture2. Performance Rating in the <u>last rating period</u>3. Authenticated copy of the CSC Eligibility / PRC License / Board or Bar rating4. Certified True Copy of Diploma, Transcript of Records and other documents supporting highest educational attainment5. Certified True Copy of Employment Certificate with detailed Job Description issued by the authorized personnel6. Certified True Copy of Certificate of Trainings / Seminars / Conferences / Workshops attended (include the module / program) |
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COMPLETE application documents / requirements must be submitted to the Human Resources Department or through this link <https://form.jotform.com/230672679385469> not later than March 27, 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

