



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

Fax Nos. (032) 254-5391 • 253-0101 | pad@mcwd.gov.ph | publicaffairs@mcwd.gov.ph

ADMINISTRATIVE SERVICES OFFICER A

PERMANENT HIRING

Plantilla Item No. : 178 (1 slot)
Salary Grade : 16
Place of Assignment : Human Resources Department, MCWD Main Office, Cebu City

MINIMUM QUALIFICATIONS:

Education : Bachelor's degree
Training : 4 hours of relevant training
Experience : 1 year of relevant experience
Eligibility : Career Service (Professional), Second Level Eligibility

COMPETENCIES NEEDED:

- Developing Employees
- Presenting
- Planning & Organizing
- Controlling Progress
- Attention to Detail
- Innovative Power
- Problem Analysis

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)

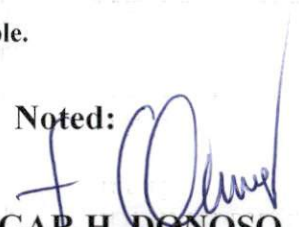
COMPLETE application documents / requirements must be submitted to the Human Resources Department or through this link <https://form.jotform.com/230671623718457> not later than March 27, 2023. Applications with incomplete documents shall not be entertained. Applicants who will pass the initial screening 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
Acting General Manager

