

Republic of the Philippines
SANTA IGNACIA WATER DISTRICT
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the SANTA IGNACIA WATER DISTRICT in the CSC website:

MAUREN L. NONES

HRMO

Date: MAY 16, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	ADMINISTRATIVE SERVICES AIDE	13	4	15,586	ELEMENTARY SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	COMMERCIAL
2	xxx									
3										
4										
5										

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than May 26, 2023.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

MAUREN L. NONES

Administration Services Assitant A

Poblacion West, Santa Ignacia, Tarlac

sta.ignaciawd@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.