



# BUTUAN CITY WATER DISTRICT

Gov. Jose A. Rosales Avenue, Butuan City  
Tel. Nos. (085) 342-3145/46 (Bayantel) 815-9904 (Philcom) 225-2232-1622 (Cruztelco)  
Fax Nos. (085) 815-1268 / 341-5008 / 341-4298



## NOTICE OF VACANT POSITION

The **Butuan City Water District** announces the following vacant plantilla positions for qualified applicants:

No.	Position Title	Item No.	Salary Grade	Monthly Salary	Education	Training	Experience	Eligibility	Place of Assignment
1.	Senior Corporate Planning Specialist	11	19	45,269.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Corporate Planning Division, Management Services Department, BCWD
2.	Data Controller	23	9	17,975.00	Completion of two years studies in College or High School graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, s. 1996 - Cat. I) First Level Eligibility	Information and Communication Technology Division, Management Services Department, BCWD
3.	Clerk-Processor B	25	6	14,847.00	Completion of two years studies in College	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	ICTD-MSD, BCWD
4.	Internal Control Assistant B	30	8	16,758.00	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	Internal Audit Division, Management Services Department, BCWD
5.	Industrial Relations Development Officer A	36	15	30,531.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Human Resource Division, Administrative Services Department, BCWD
6.	Industrial Relations Management Assistant B	40	8	16,758.00	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	HRD-ASD, BCWD
7.	Building Electrician B	56	6	14,847.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Electrician (MC 11, s. 1996, as amended - Cat. II)	General Services Division, Administrative Services Department, BCWD
8.	Supervising Material Planning Officer	64	19	45,269.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Procurement & Records Services Division, Administrative Services Department, BCWD

*"Replicating Nature's Way"*

No.	Position Title	Item No.	Salary Grade	Monthly Salary	Education	Training	Experience	Eligibility	Place of Assignment
9.	Procurement Assistant B	67	8	16,758.00	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	PRSD-ASD, BCWD
10.	Records Officer D	69	10	19,233.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	PRSD-ASD, BCWD
11.	Senior Supply Officer	72	16	33,584.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Property & Materials Management Division, Administrative Services Department, BCWD
12.	Property Officer C	74	10	19,233.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	PMMD-ASD, BCWD
13.	Chief Corporate Budget Officer B	89	20	51,155.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	Budget Division, Finance Department, BCWD
14.	Corporate Budget Assistant	92	8	16,758.00	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	Budget Division, Finance Department, BCWD
15.	Cashier A	94	16	33,584.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Cash Management Division, Finance Department, BCWD
16.	Clerk-Processor B	120	6	14,847.00	Completion of two years studies in College	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	Customer Accounts Division, Commercial Services Department, BCWD
17.	Customer Service Assistant B	128	10	19,233.00	Completion of two years studies in College	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) First Level Eligibility	Customer Service Division, Commercial Services Department, BCWD

No.	Position Title	Item No.	Salary Grade	Monthly Salary	Education	Training	Experience	Eligibility	Place of Assignment
18.	Senior Water/Sewer age Maintenance Man A	162	12	22,938.00	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	None required (MC 11, s. 1996 - Cat. III)	Pipeline & Leakage Control Division, Pipeline & Appurtenances Maintenance Department, BCWD
19.	Senior Welder	164	10	19,233.00	High School Graduate or Completion of relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Welder (MC 11, s. 1996, as amended - Cat. II)	PLCD-PAMD, BCWD
20.	Water/Sewer age Maintenance Man B	165	6	14,847.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 1996 - Cat. III)	PLCD-PAMD, BCWD
21.	Clerk-Processor B	175	6	14,847.00	Completion of two years studies in College	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	PLCD-PAMD, BCWD
22.	Water/Sewer age Maintenance Man C	178	4	13,214.00	Elementary School Graduate	None Required	None Required	None required (MC 11, s. 1996 - Cat. III)	PLCD-PAMD, BCWD
23.	Water/Sewer age Maintenance Man C	179	4	13,214.00	Elementary School Graduate	None Required	None Required	None required (MC 11, s. 1996 - Cat. III)	PLCD-PAMD, BCWD
24.	Water/Sewer age Maintenance Man C	180	4	13,214.00	Elementary School Graduate	None Required	None Required	None required (MC 11, s. 1996 - Cat. III)	PLCD-PAMD, BCWD
25.	Senior Water/Sewer age Maintenance Man A	182	12	22,938.00	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	None required (MC 11, s. 1996 - Cat. III)	PLCD-PAMD, BCWD
26.	Engineer A	191	14	27,755.00	Bachelor's degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080 (Engineer)	Non-Revenue Water Management Division, Pipeline & Appurtenances Maintenance Department, BCWD
27.	Water/Sewer age Maintenance Man C	195	4	13,214.00	Elementary School Graduate	None Required	None Required	None required (MC 11, s. 1996 - Cat. III)	NRWMD-PAMD, BCWD

No.	Position Title	Item No.	Salary Grade	Monthly Salary	Education	Training	Experience	Eligibility	Place of Assignment
28.	Principal Chemist	197	20	51,155.00	Bachelor's Degree In Chemistry	16 Hours of Relevant Training	3 Years of Relevant Experience	RA 1080 (Chemist)	Water Quality Division, Production & Distribution Department, BCWD
29.	Medical Technologist II	199	15	30,531.00	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	4 hours of relevant training	1 year of relevant experience	RA 1080 (Medical Technologist)	Water Quality Division, Production & Distribution Department, BCWD
30.	Senior Water Resources Facilities Operator A	206	10	19,233.00	High School Graduate or Completion of relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Water Resources Facilities Operator (MC 11, s. 1996, as amended - Cat. II)	Production Operations Division, Production & Distribution Department, BCWD
31.	Senior Water Resources Facilities Operator A	207	10	19,233.00	High School Graduate or Completion of relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Water Resources Facilities Operator (MC 11, s. 1996, as amended - Cat. II)	Production Operations Division, Production & Distribution Department, BCWD
32.	Clerk-Processor B	213	6	14,847.00	Completion of two years studies in College	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	Production Operations Division, Production & Distribution Department, BCWD
33.	Senior Water Resources Facilities Operator A	218	10	19,233.00	High School Graduate or Completion of relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Water Resources Facilities Operator (MC 11, s. 1996, as amended - Cat. II)	Production Maintenance Division, Production & Distribution Department, BCWD
34.	Plant Electrician/Mechanic C	219	8	16,758.00	High School Graduate or Completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Electrician (MC 11, s. 1996, as amended - Cat. II)	Production Maintenance Division, Production & Distribution Department, BCWD

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 August 5, 2019.


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](http://www.csc.gov.ph);
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Form 137/Transcript of Records (TOR); and
5. Photocopy of Certificate of Training and Employment (if applicable)

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

**Engr. ANSELMO L. SANG TIAN**  
General Manager A  
Butuan City Water District  
[bcwd.hr@gmail.com](mailto:bcwd.hr@gmail.com)


**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

Prepared by :

  
**ENGR. PETER AL R. FUDALAN**  
Division Manager A

Noted by :

  
**EMMA B. LUPIBA, CPA**  
Assistant General Manager

  
**ENGR. ANSELMO L. SANG TIAN**  
General Manager A

Republic of the Philippines  
**BUTUAN CITY WATER DISTRICT**  
Request for Publication of Vacant Positions



Electronic copy to be submitted to the CSC FO must be in MS Excel format



To: CIVIL SERVICE COMMISSION (CSC)

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

**ENGR. ANSELMO L. SANG TIAN**

General Manager A

Date:

7/19/2019

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	Senior Corporate Planning Specialist	11	19	45269	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Corporate Planning Division, Management Services Department, BCWD
2	Data Controller	23	9	17975	Completion of two years studies in College or High School graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, s. 1996 - Cat. I) First Level Eligibility		Information and Communication Technology Division, Management Services Department, BCWD
3	Clerk-Processor B	25	6	14847	Completion of two years studies in College	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		Information and Communication Technology Division, Management Services Department, BCWD
4	Internal Control Assistant B	30	8	16758	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Internal Audit Division, Management Services Department, BCWD

5	Industrial Relations Development Officer A	36	15	30531	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Human Resource Division, Administrative Services Department, BCWD
6	Industrial Relations Management Assistant B	40	8	16758	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	Human Resource Division, Administrative Services Department, BCWD
7	Building Electrician B	56	6	14847	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Electrician (MC 11, s. 1996, as amended - Cat. II)	General Services Division, Administrative Services Department, BCWD
8	Supervising Material Planning Officer	64	19	45269	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Procurement & Records Services Division, Administrative Services Department, BCWD
9	Procurement Assistant B	67	8	16758	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	Procurement & Records Services Division, Administrative Services Department, BCWD
10	Records Officer D	69	10	19233	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	Procurement & Records Services Division, Administrative Services Department, BCWD
11	Senior Supply Officer	72	16	33584	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Property & Materials Management Division, Administrative Services Department, BCWD
12	Property Officer C	74	10	19233	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	Property & Materials Management Division, Administrative Services Department, BCWD
13	Chief Corporate Budget Officer B	89	20	51155	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	Budget Division, Finance Department, BCWD



14	Corporate Budget Assistant	92	8	16758	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Budget Division, Finance Department, BCWD
15	Cashier A	94	16	33584	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Cash Management Division, Finance Department, BCWD
16	Clerk-Processor B	120	6	14847	Completion of two years studies in College	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		Customer Accounts Division, Commercial Services Department, BCWD
17	Customer Service Assistant B	128	10	19233	Completion of two years studies in College	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) First Level Eligibility		Customer Service Division, Commercial Services Department, BCWD
18	Senior Water/Sewerage Maintenance Man A	162	12	22938	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	None required (MC 11, s. 1996 - Cat. III)		Pipeline & Leakage Control Division, Pipeline & Appurtenances Maintenance Department, BCWD
19	Senior Welder	164	10	19233	High School Graduate or Completion of relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Welder (MC 11, s. 1996, as amended - Cat. II)		Pipeline & Leakage Control Division, Pipeline & Appurtenances Maintenance Department, BCWD
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22	Water/Sewerage Maintenance Man C	178	4	13214	Elementary School Graduate	None required	None required	None required (MC 11, s. 1996 - Cat. III)		Pipeline & Leakage Control Division, Pipeline & Appurtenances Maintenance Department, BCWD





23	Water/Sewerage Maintenance Man C	179	4	13214	Elementary School Graduate	None required	None required	None required (MC 11, s. 1996 - Cat. III)		Pipeline & Leakage Control Division, Pipeline & Appurtenances Maintenance Department, BCWD
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