

NOTICE OF VACANT POSITION


The **Butuan City Water District** announces the following **Contract of Service** vacant position for qualified applicant:

Position/Office	Rate per day	Item No.	Qualification Standards			
			Education	Work Experience	Training	Eligibility
ADMINISTRATIVE AIDE / Administrative Services Department - Property & Materials Management Division	P 453.00 / day		Completion of 2 years Studies in College	None required	None required	CS Sub-Professional (1 st Level Eligibility)
Brief Description of the General Function of the Position	Assist in the issuance of materials and supplies for daily operations; assist in the preparation of daily summary report of receipts and issuances; assist in the updating/ reconciling of stocks inventory and attend to various clerical/ physical works.					
Required Competencies						
Preference: <ul style="list-style-type: none">- Preferably BS Accounting Technology- Experience in Warehousing- With Driver's License						

Interested and qualified applicants should signify interest in writing. Attach the following documents to the application letter and sent to the address below not later than February 11, 2020.

1. Fully accomplished Personal Data Sheet with recent passport-sized picture (CS Form 212 Revised 2017) which can be downloaded at www.csc.gov.ph
2. Performance ratings in the last two (2) semesters preceding this publication
3. Photocopy of Civil Service Certificate of Eligibility / TESDA Certificate
4. Photocopy of training and employment certificate
5. Photocopy of Form 137 or Transcript of Records

Approved by:


Engr. ANSELMO L. SANG TIAN
 General Manager A
 Butuan City Water District