

Republic of the Philippines  
**VILLASIS 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 VILLASIS WATER DISTRICT in the CSC website:

\_\_\_\_\_  
**SAMUEL N. MARAÑA**  
**HRMO**  
Date: \_\_\_\_\_  
October 08, 2020

| 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   |                     |
| 1   | Administration Services Aide                        | 31                 | 4/1                    | 13807          | Elementary Sch          | None required | None required | None required | Office              |

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 October 20, 2020.

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; and
4. Photocopy of Transcript of Records.

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

**SAMUEL N. MARAÑA**  
Administration Services Assistant A  
Poblacion Zone I, Villasias, Pangasinan  
[villasias\\_wd@yahoo.com](mailto:villasias_wd@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.