

**Place of Assignment :** CCWD Office, Cauayan City, Isabela

**Position Title :** Administrative Services Aide

**Plantilla Item No. :** 4

**Salary/Job/Pay Grade :** 4

**Monthly Salary :** Php 14,400.00

**Eligibility :** None Required (MC 10, s. 2013 - Category III)

**Education :** Elementary School Graduate

**Training :** None Required

**Work Experience :** None Required

**Competency :** N/A

**Instructions/Remarks :**

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 February 10, 2021.

**Documents:**

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 present position for one (1) year (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:

**JOANA MARIE G. DAGING**

Sr Industrial Relations Management Officer A  
CAUAYAN WATER DISTRICT  
166 Africano St., District II, Cauayan City, Isabela  
[ccwd\\_88@yahoo.com.ph](mailto:ccwd_88@yahoo.com.ph)

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

**Posting Date :** January 29, 2021

**Closing Date :** February 10, 2021