

Republic of the Philippines  
**SAN FRANCISCO 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 SAN FRANCISCO WATER DISTRICT, Agusan del Sur, Philippines:

ELMER T. LUZON  
General Manager B

Date: May 27, 2025

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	CASHIER B	13	SG 14	Php 37,024.00	BACHELOR'S DEGREE	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY	* Competent in Customer Service * Intermediate knowledge in Cash Management * Basic knowledge in Report Generation & Documentation	OFFICE
2	UTILITIES/CUSTOMER SERVICES OFFICER A	59	SG 16	Php 43,560.00	BACHELOR'S DEGREE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY	* Competent in conducting water samples physical and chemical testing and analysis * preferably Registered Chemist	OFFICE/ WATER TESTING LABORATORY
3	PRINCIPAL ENGINEER D	58	SG 19	Php 56,390.00	BACHELOR'S DEGREE IN ENGINEERING RELEVANT TO THE JOB	2 YEARS OF RELEVANT EXPERIENCE	8 HOURS OF RELEVANT TRAINING	RA 1080	* Competent in Engineering Design and Project Management * Knowledgeable in using software application like AUTOCAD and other engineering related software for planning, design and surveying	OFFICE/ FIELD

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 **JUNE 6, 2025**

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:

**KAREN GRACE B. GERMO**  
Administrative/General Services Chief C/HRMO  
San Francisco Water District  
[sanfranzwdhr@gmail.com](mailto:sanfranzwdhr@gmail.com)

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