



THE METROPOLITAN WATERWORKS AND SEWERAGE SYSTEM CORPORATE OFFICE (MWSS-CO) IS NOW ACCEPTING APPLICANTS FOR THE PLANTILLA POSITIONS (PERMANENT) WITH THE FOLLOWING QUALIFICATIONS:

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Board Secretary V	02	24	83406	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility	Building collaborative, inclusive working relationships (intermediate); Managing Performance and coaching for results (intermediate); Leading Change (intermediate); Thinking strategically and creatively (intermediate);Creating and nurturing a high performing organization (intermediate)	Office of the Board Secretariat
2	Department Manager A	25	26	107444	Master's degree OR Certificate in Leadership and Management from the CSC	120 hours of supervisory/ management learning and development intervention	5 years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility	Building collaborative, inclusive working relationships (advanced); Managing Performance and coaching for results (advanced); Leading Change (advanced); Thinking Strategically and Creatively (advanced); Creating and nurturing a high performing organization (advanced)	Finance Department
3	Planning Officer IV	15	22	65319	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		Policy, Planning and Public Relations Department
4	Division Manager A	68	24	83406	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility	Building collaborative, inclusive working relationships (intermediate); Managing Performance and coaching for results (intermediate); Leading Change (intermediate); Thinking strategically and creatively (intermediate); Creating and nurturing a high performing organization (intermediate)	Asset Management Department
5	Claims Control Analyst	45	15	30531	Bachelor's degree preferably in any of the following areas: Business Management, Business Administration, Finance/ Accountancy, Economics or other allied courses	4 hours of relevant training preferably in audit and/or claims control	1 year experience in Financial Management/ Operation	Career Service (Professional)/ Second Level Eligibility		Finance Accounting and Claims Control Division/Finance Department
6	Mechanical/ Electrical Operator	108	10	19233	High School Graduate or Completion of relevant vocational/trade course	8 hours of relevant training preferably in raw water facilities operations	2 years of relevant experience in raw water facilities operations	Mechanical/ Electrical Equipment Operator (CSC MC No. 11, s. 1996, as amended by CSC MC No. 10, s. 2013-Category II)		Umiray Operations Division/Site Operations Management Department
7	Deputy Administrator	23	28	137195	Master's degree in Business Administration or Accountancy or Economics or Industrial/Management Engineering or Engineering related course or Bachelor of Laws	80 hours of managerial training and 40 hours training in advance courses, finance management/ human resources management and/or general administration undertaken within the last 5 years	8 years experience in financial and/ or operations management	Career Service (Professional)/ Second Level Eligibility/ RA 1080 (Bar or CPA)	Building collaborative, inclusive working relationships (superior); Managing Performance and coaching for results (superior); Leading Change (advanced); Thinking strategically and creatively (superior); Creating and nurturing a high performing organization (superior)	Office of the Deputy Administrator for Management Services Group
8	Financial Analyst I	39	11	20754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Finance Accounting and Claims Control Division/Finance Department
9	Financial Analyst I	40	11	20754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Finance Accounting and Claims Control Division/Finance Department
10	Division Manager A	123	24	83406	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility	Building collaborative, inclusive working relationships (intermediate); Managing Performance and coaching for results (intermediate); Leading Change (intermediate); Thinking strategically and creatively (intermediate);Creating and nurturing a high performing organization (intermediate)	East Zone Division/ Field Operations Management Department
11	Principal Engineer A	91	22	65319	Bachelor's degree in Engineering relevant to the job	24 hours of relevant training	4 years of relevant experience	RA 1080		Water and Sewerage Management Department
12	Principal Engineer A	92	22	65319	Bachelor's degree in Engineering relevant to the job	24 hours of relevant training	4 years of relevant experience	RA 1080		Water and Sewerage Management Department
13	Project Development & Evaluation Officer	87	22	65319	Bachelor's degree in Industrial Engineering, Management Engineering or Engineering-related courses or related sciences	24 hours training in project development and management	4 years experience in project development and management	Career Service (Professional)/ Second Level Eligibility		Technology Innovation and Research Development Division/Research and Standards Development Department
14	Mechanical/ Electrical Operator	105	10	19233	High School Graduate or Completion of relevant vocational/trade course	8 hours of relevant training preferably in raw water facilities operations	2 years of relevant experience in raw water facilities operations	Mechanical/ Electrical Equipment Operator (CSC MC No. 11, s. 1996, as amended by CSC MC No. 10, s. 2013-Category II)		Umiray Operations Division/Site Operations Management Department

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 **25 December 2021**.

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;
2. Performance rating in **the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/trainings/rating/license; and
4. Photocopy of Transcript of Records/Diploma

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

LEONOR C. CLEOFAS, CESO IV
MWSS-CO, Administrator
4th Floor MWSS Bldg. Katipunan Road Balara Quezon City
Hrcareers@mwss.gov.ph

For clarification/queries, please contact Ms. Emelda B. Codamon/Claudette P. Pascua/ Nathaniel Jon B. Bautista at 89282252/89205422.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.