



Republic of the Philippines  
**GUINAYANGAN WATER DISTRICT**  
 Guinayangan, Quezon

**SYSTEM OF RANKING POSITIONS**

Position To be Filled/ Number of Positions	SG	Location	Position Next-in-Rank Number of Positions	SG	Location	Remarks
General Manager (1)	24	Office of the GM	Open, Entry Level	-	-	Applicants from within or outside the GWD may apply. Co-terminous with the BOD. Do not pass thru HRMPSB.
Administrative Services Officer A (1)	16	Admin Financial Commercial Section	Administration Services Assistant A (1)	12	AFCS	Applicants from within and outside the GWD may apply. Preferably CPA or with Accounting Degree
Administration Services Assistant A (1)	12	AFCS	Accounting Processor A (1) Cashiering Assistant A (1) Customer Services Asst. C (1)	8 8 8	AFCS	Applicants from within and outside the GWD may apply. With background in Human Resource Management
Accounting Processor A (1)	8	AFCS	Accounting Processor B (1) Customer Services Asst. D (1)	6	AFCS	Applicants from within and outside the GWD may apply. With background in accounting processes
Cashiering Assistant A (1)	8	AFCS	Accounting Processor B (1) Customer Services Asst. D (1)	6	AFCS	Applicants from within and outside the GWD may apply. With background in Financial Management
Customer Services Asst. C (1)	8	AFCS	Accounting Processor B (1) Customer Services Asst. D (1)	6	AFCS	Applicants from within and outside the GWD may apply. With background in customer relations
Customer Services Asst. D (1)	6	AFCS	Administration Services Aide (1) Admin. Services Aide-Casual (4)	4	AFCS	Applicants from within and outside the GWD may apply.
Accounting Processor B (1)	6	AFCS	Administration Services Aide (1) Admin. Services Aide-Casual (4)	4	AFCS	Applicants from within and outside the GWD may apply.
Administration Services Aide (1)	4	AFCS	Admin. Services Aide-Casual (4), Open, Entry Level	-	-	Applicants from within and outside the GWD may apply.
Admin. Services Aide-Casual (4)	4	AFCS	Open, Entry Level	-	-	Applicants from within and outside the GWD may apply.
Water Maintenance Head (1)	16	Operation and Maintenance Section	Open, Entry Level	-	-	Applicants from within and outside the GWD may apply. Preferably w/ Civil/Sanitary Engineering License/Degree
Water Maintenance Man B (3)	6	OMS	Water Maintenance Man C (2) Water Res. Fac. Tender B-Casual (7)	4	OMS	Applicants from within and outside the GWD may apply. With Plumbing skills.
Water Maintenance Man C (2)	4	OMS	Water Res. Fac. Tender B-Casual (7)	4	OMS	Applicants from within and outside the GWD may apply. With Plumbing skills.
Water Res. Fac. Tender B -Casual (7)	4	OMS	Open, Entry Level	-	-	Applicants from within and outside the GWD may apply. With Plumbing skills.

Prepared by:

  
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Approved:

  
**CARMELO ALEJANDRO C. PUJALTE**  
 General Manager