ANGELES CITY WATER DISTRICT
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POSTING OF VACANT PERMANENT POSITIONS

OFFICE OF THE GENERAL MANAGER

*(1)*CORPORATE PLANNING ASSISTANT B - (SG-8, Level 1)

QUALIFICATION STANDARDS:

EDUCATION	:	Completion of two years studies in college
EXPERIENCE	:	1 year of relevant experience
TRAINING	:	4 hours of relevant training
ELIGIBILITY	:	Career Service Sub Professional
ITEM	:	5

JOB DUTIES & RESPOSIBILITIES:

- Prepare minutes and reports of the annual corporate planning session;
- Assist in the preparation of the annual corporate planning session;
- Assist in the preparation of the annual budget to verify the accuracy of documents as planned during sessions;
- Performs such other duties and responsibilities as may be assigned from time to time.

(1) INTERNAL CONTROL ASSISTANT B – (SG-8, Level 1)

QUALIFICATION STANDARDS:

EDUCATION	:	Completion of two years studies in college
EXPERIENCE	:	1 year of relevant experience
TRAINING	:	4 hours of relevant training
ELIGIBILITY	:	Career Service Sub-Professional
ITEM	:	8

JOB DUTIES & RESPONSIBILITIES:

- Assist in the physical inspection of District properties including projects as to conformance with the technical specifications;
- Assist in the conduct of inspection of reported damages to District properties;
- Assist in the assessment of the central measures being imposed and recommend improvements
- Performs such other duties and responsibilities as may be assigned from time to time.

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ADMINISTRATIVE DEPARTMENT

GENERAL SERVICES SECTION

(1) MATERIALS/SUPPLIES INSPECTOR - (SG-8, Level 1)

QUALIFICATION STANDARDS:

EDUCATION	:	Completion of two years studies in college
EXPERIENCE	:	1 year of relevant experience
TRAINING	:	4 hours of relevant training
ELIGIBILITY	:	Career Service Sub Professional
ITEM	:	21

JOB DUTIES & RESPONSIBILITIES:

- Assist in checking the accuracy of the property and inventory cards and ARE;
- Assist in the conduct of inventories of properties and equipments;
- Checks and verifies purchase requisition with receiving reports of deliveries;
- Assist in the appraisal and evaluation of properties recommended for disposal;
- Recommend measures to improve materials, supplies, and equipment handling and storing;
- Perform such other duties and responsibilities as may assigned from time to time.

(2) ADMINISTRATIVE SERVICE AIDE – (SG-4, LEVEL 1)

QUALIFICATION STANDARDS:

EDUCATION	:	Elementary School Graduate
EXPERIENCE	:	none required
TRAINING	:	none required
ELIGIBILITY	:	none required
ITEM	:	27 & 28

JOB DUTIES & RESPONSIBILITIES:

- Answer telephone calls and entertain queries
- Encode documents relevant to the job assigned
- Assist supervisor to assigned tasks
- Prepares accurate and complete documents needed in assigned work

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ADMINISTRATIVE DEPARTMENT

GENERAL SERVICES SECTION

(1) MATERIALS PROCUREMENT OFFICER B-(SG-15, Level 2)

QUALIFICATION STANDARDS:

EDUCATION	:	Bachelor's Degree
EXPERIENCE	:	1 year of relevant experience
TRAINING	:	4 hours of relevant training
ELIGIBILITY	:	Career Service Professional
ITEM	:	33

JOB DUTIES & RESPONSIBILITIES:

- Check and Supervise the checking of the accuracy of the property and inventory cards and ARE;
- Check and supervise in the conduct ion of inventories of properties and equipments;
- Checks ,verifies and supervise the purchase requisition with receiving reports of deliveries;
- Check and supervise in the appraisal and evaluation of properties recommended for disposal;
- Recommend measures to improve materials, supplies, and equipment handling and storing;
- Perform such other duties and responsibilities as may assigned from time to time.

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ADMINISTRATIVE DEPARTMENT

HUMAN RESOURCE SECTION

(1) INDUSTRIAL RELATIONS MANAGEMENT OFFICER A (SG-15, Level -2)

QUALIFICATION STANDARDS:

EDUCATION	:	Bachelor's Degree
EXPERIENCE	:	1 year of relevant experience
TRAINING	:	4 hours of relevant training
ELIGIBILITY	:	Career Service Professional
ITEM NO.	:	13

JOB DUTIES & RESPONSIBILITIES:

- Helps in the promotion of ACWD compliance to CSC and District's rules and regulations
- Assists in the recruitment of compliance to CSC and District's rules and regulations
- Assists in the recruitment, retention, rewards and recognition, and retirement programs of the human resource development of the District
- Checks as to accuracy of the records and documents relevant to the human resource management
- Helps promote the development of employee talents, skills and competence
- Continuously seek for alternatives in the creation of a good work place relation, support development to employee's welfare recommend measures to boost employee's productivity and efficient performance
- Performs such other duties and responsibilities as maybe assigned from time to time

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ADMINISTRATIVE DEPARTMENT

HUMAN RESOURCE SECTION

(1) INDUSTRIAL RELATIONS MANAGEMENT AIDE - (SG-4, Level 1)

QUALIFICATION STANDARDS:

EDUCATION	:	Completion of two years studies in College
EXPERIENCE	:	None required
TRAINING	:	None required
ELIGIBILITY	:	Career Service Sub-Professional
ITEM NO.	:	15

JOB DUTIES & RESPOSIBILITIES:

- Encodes documents needed in the recruitment, retention, rewards and recognition , retirement programs for the Human Resources Development of the District
- Prepares records and documents as needed/ requested by the employees
- Helps promote the development of employee talents, skills and competence
- Support the creation of good work place relation, support development to employees welfare, recommend measures to boost employees productivity and efficient performance.
- Perform other task/duties that may be assigned from time to time.

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ADMINISTRATIVE DEPARTMENT

FINANCE DIVISION

(1) CASHIER A - (SG-16, LEVEL 2)

QUALIFICATION STANDARDS:

EDUCATION	:	Bachelor's degree relevant to the job
EXPERIENCE	:	1 year of relevant experience
TRAINING	:	4 hours of relevant training
ELIGIBILITY	:	Career Service Professional
ITEM	:	45

JOB DUTIES & RESPOSIBILITIES:

- Bank Collection Daily Collection Report
- Bank Collection Summary Report
- Month-end reconciliation of bank collection posting and bank deposits
- Reliever for absent Liquidating Officer (SG14) and (SG18)
- Assist in random cash count of all cashiers and liquidating officers
- Preparation of checks
- Consolidation of all Summary Daily Collection Report of collecting office and preparation of Total Cash Collection Summary
- Petty Cash custodian
    - Preparation of petty cash voucher
    - Daily reconciliation of petty cash
    - Preparation of replenishment report
- Perform other task/duties that may be assigned from time to time.

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ADMINISTRATIVE DEPARTMENT

FINANCE DIVISION

(2) CASHIER C - (SG-12, LEVEL 2)

QUALIFICATION STANDARDS:

EDUCATION	:	Bachelor's degree relevant to the job
EXPERIENCE	:	None required
TRAINING	:	None required
ELIGIBILITY	:	Career Service Professional –
ITEM	:	50 & 52

JOB DUTIES & RESPOSIBILITIES:

- Collection of payments from customer
- Preparation of Daily Collection Report (batch)
- Preparation and posting of batch official receipt
- Preparation of Cash Count Report
- Preparation of Deposit Slip
- Preparation of Daily Analysis of Collection and deposits
- Reliever for absent Cashier C, if not assigned single duty
- Responsible for submitting complete set of official receipt (OR) upon request of the new batch of OR
- Perform other task/duties that may be assigned from time to time.

(2) COLLECTION REPRESENTATIVE B –(SG-8, Level 1)

QUALIFICATION STANDARDS:

EDUCATION	:	Completion of two years studies in college
EXPERIENCE	:	1 year of relevant experience
TRAINING	:	4 hours of relevant training
ELIGIBILITY	:	Career Service Sub-Professional
ITEM	:	59 & 60

JOB DUTIES & RESPONSIBILITIES:

- Collection of payments from customer
- Preparation of Daily Collection Report (batch)
- Intact remittance of total collection and change fund to liquidating officer at the end of the day.
- Performs such other duties and responsibilities as may be assigned from time to time.

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ADMINISTRATIVE DEPARTMENT

FINANCE DIVISION

(1) CASHIERING ASSISTANT –(SG-8, Level 1)

QUALIFICATION STANDARDS:

EDUCATION	:	Completion of two years studies in college
EXPERIENCE	:	1 year of relevant experience
TRAINING	:	4 hours of relevant training
ELIGIBILITY	:	Career Service Sub-Professional
ITEM	:	61

JOB DUTIES & RESPONSIBILITIES:

- Preparation of check inventory
- Release of check to payee
- Issuance of check in system
- Inform payee of availability of check via call or text
- Monitor of stale checks
- Perform other task/duties that may be assigned from time to time.

(1) CLERK PROCESSOR C –(SG-4, Level 1)

QUALIFICATION STANDARDS:

EDUCATION	:	Completion of two years studies in college
EXPERIENCE	:	None Required
TRAINING	:	None Required
ELIGIBILITY	:	Career Service Sub-Professional
ITEM	:	42

JOB DUTIES & RESPONSIBILITIES:

- Preparation of voucher inventory
- Ensuring completeness of voucher
- Custodian of issued set of voucher
- Scanning of complete set of voucher
- Maintaining virtual library for the issued vouchers
- Perform other task/duties that may be assigned from time to time.

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COMMERCIAL DEPARTMENT

CUSTOMER SERVICE DIVISION

(1) UTILITIES/CUSTOMER SERVICE ASSISTANT E- (SG-4, Level 1)

QUALIFICATION STANDARDS:

EDUCATION	:	Completion of two years studies in college
EXPERIENCE	:	None required
TRAINING	:	None required
ELIGIBILITY	:	Career Service Sub-Professional
ITEM	:	74

JOB DUTIES & RESPONSIBILITIES:

- Entertains Customer's queries and complains
- Process related documents for new service connections, additional, reconnection/reactivate
- Receives water sample for testing
- Performs other related tasks that maybe assigned from time to time
- Prepares Job orders of any of the following;
    - Disconnection
    - High consumption
    - Defective Meter, Stolen Water Meter
    - Meter Interchange
    - Leakage, Water quality, No water, Low Pressure, Check Classification
    - Illegal Connection, Re-read, Relocation and others
      Receives water sample for testing

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COMMERCIAL DEPARTMENT

CUSTOMER ACCOUNTS DIVISION

(1) SENIOR UTILITIES/CUSTOMER SERVICE OFFICER (SG-18, Level 2)

QUALIFICATION STANDARDS:

EDUCATION	:	Bachelor's Degree
EXPERIENCE	:	2 years of relevant experience
TRAINING	:	8 hours of relevant training
ELIGIBILITY	:	Career Service Professional
ITEM	:	91

JOB DUTIES & RESPONSIBILITIES:

- Oversees the customer accounts office of the district
- Assist in the establishment of an effective and efficient system and procedures in the customer service related transactions including billing and meter reading
- Check the accuracy of the records and documents relevant to the section
- Helps in the creation of a good work place relation, support development to employee's welfare recommend measures to boost employee's productivity and efficient performance
- Performs such other duties and responsibilities as maybe assigned from time to time

(1) UTILITIES/CUSTOMER SERVICE ASSISTANT E- (SG-4, Level 1)

QUALIFICATION STANDARDS:

EDUCATION	:	Completion of two years studies in college
EXPERIENCE	:	None required
TRAINING	:	None required
ELIGIBILITY	:	Career Service Sub-Professional
ITEM	:	99

JOB DUTIES & RESPONSIBILITIES:

- Perform routine tasks in the computerized billing system of the district such as entry of meter reading, bill processing, printing of water bills, posting of payments, posting of billing adjustments;
- Prepares aging of accounts receivables and reconciles subsidiary accounts on general ledgers accounts;
- Keeps accurate records and performs simple book keeping functions and operate computer machines;
- Updates masterlist for up-to-date monitoring of new concessionaires;
- Performs such other duties and responsibilities as may be assigned from time to time.

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PRODUCTION DEPARMENT

OPERATIONS DIVISION

(1) WATER UTILITIES MANAGEMENT OFFICER B - (SG-14, Level 2)

QUALIFICATION STANDARDS:

EDUCATION	:	Bachelor's degree
EXPERIENCE	:	1 year of relevant experience
TRAINING	:	4 hours of relevant training
ELIGIBILITY	:	Career Service Professional
ITEM	:	114

JOB DUTIES & RESPONSIBILITIES:

- Supervises pump repairs and installation on the following phases of work:
  - ✓ pulls out, repair and restoration of pumps, motor controls and other facilities for operation;
  - ✓ construction of foundation pads for pumps, motors, transformers and other phases of works needed for proper installation of pumps;
  - ✓ installation of new pumps, motor control panels including accessories needed for operation;
  - ✓ repair and improvement of pump houses;
- Acts as officer-in-charge of the section in the absence of the supervisor;
- Monitors repair of electrical controls, facilities, wiring and lighting system of pumping units / station under area of responsibility;
- Maintains close coordination with assigned personnel involved in repairs and maintenance of pumping facilities, accessories, preventive devices installed in PS;
- Conducts routine checks on pumps and motors(lubrication and wiring control)
- Perform all project undertaken by the section;
- Perform such other duties and responsibilities as may be assigned from time to time.

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PRODUCTION DEPARMENT

OPERATIONS DIVISION

(1) QUALITY CONTROL ASSURANCE INSPECTOR –(SG-13, Level 1)

QUALIFICATION STANDARDS:

EDUCATION	:	Completion of two years studies in college
EXPERIENCE	:	3 years of relevant experience
TRAINING	:	16 hours of relevant training
ELIGIBILITY	:	Career Service Sub-Professional
Item	:	137

JOB DUTIES & RESPONSIBILITIES:

- Analyze samples collected and/or submitted for total/fecal coliform testing
- Perform QC analysis and temperature calibration to bacteriological QC techniques and equipment respectively.
- Prepare bacteriological analysis results to all samples submitted.
- Prepare summary report on bacteriological section.
- Prepare preventive maintenance report and file calibration and related documents
- Prepare summary report on bacteriological section
- Prepare bacteriological analysis results to all samples submitted
- Prepare preventive maintenance report and file calibration and related documents to all laboratory equipment.
- Collect water sample from various point of monitoring
- Remit cash collection from water analysis and prepare cash collection summary and receipts and deposit record
- Perform such other duties and responsibilities as may be assigned from time to time.

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PRODUCTION DEPARMENT

OPERATIONS DIVISION

(1) ENGINEERING ASSISTANT B (SG-8, Level 1)

QUALIFICATION STANDARDS:

EDUCATION	:	Completion of two years studies in college
EXPERIENCE	:	1 year of relevant experience
TRAINING	:	4 hours of relevant training
ELIGIBILITY	:	Career Service Sub-Professional
Item	:	141

JOB DUTIES & RESPONSIBILITIES:

- Conduct review of the existing piping work;
- Determine actual locations of valves in the distribution lines;
- Formulate/establish Standard Valve Operating System for Operation and Maintenance;
- Perform flushing of distribution lines;
- Direct crew in the operation of valves during maintenance works;
- Perform other duties as maybe assigned from time to time.

(1) WATER SEWERAGE MAINTENANCE MAN A - (SG-8, Level 1)

QUALIFICATION STANDARDS:

EDUCATION	:	Elementary School Graduate
EXPERIENCE	:	1 year relevant experience
TRAINING	:	4 hours of relevant training
ELIGIBILITY	:	none required
Item	:	153

JOB DUTIES & RESPONSIBILITIES:

- Check pump operation conditions and gather the following data (KW reading, Pressure Production & Elevated Tank Level)
- Check Chlorinator and refill chlorine
- Check generator sets and gather the following data:(water level, radiator level, fuel level, oil level & warm-up time start & stop)
- Cleaning and Declogging of Chlorinator system
- Perform housekeeping job to assigned Pumping station
- Collect sample
- Performed other duties that maybe assigned from time to time.

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PRODUCTION DEPARMENT

OPERATIONS DIVISION

(1) WATER RECOURCES FACILITIES OPERATOR C - (SG-4, Level 1)

QUALIFICATION STANDARDS:

EDUCATION	:	High School Graduate or Completion of relevant vocational /trade course
EXPERIENCE	:	none required
TRAINING	:	none required
ELIGIBILITY	:	Water Resources Facilities Operator (MC II- Cat I)
Item	:	132

JOB DUTIES & RESPONSIBILITIES:

- Check pump operation conditions and gather the following data (KW reading, Pressure Production & Elevated Tank Level)
- Check Chlorinator and refill chlorine
- Check generator sets and gather the following data:(water level, radiator level, fuel level, oil level & warm-up time start & stop)
- Cleaning and Declogging of Chlorinator system
- Perform housekeeping job to assigned Pumping station
- Collect sample
- Performed other duties that maybe assigned from time to time.

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ENGINEERING DEPARTMENT

PLANNING AND DESIGN

(1) SENIOR ENGINEER A (SG-16, Level 2)

QUALIFICATION STANDARDS:

EDUCATION	:	Bachelor's Degree in Engineering Relevant to the job
EXPERIENC E	:	1 year of relevant experience
TRAINING	:	4 hours of relevant training
ELIGIBILITY	:	RA 1080
ITEM NO.	:	164

JOB DUTIES & RESPONSIBILITIES:

- **S**upervise and survey proposed/requested waterline extension and service connections
- Prepares design, estimate and work schedule of proposed waterline extension projects, service connection with and gather data necessary in the preparation of projects feasibility study
- Reviews drawings for design or requested waterline extensions
- Inspects assigned on-going projects
- Conducts hydraulics analysis of the system
- Evaluates subordinates performance
- Performs such other duties as maybe assigned from time to time

(1) ENGINEER B (SG-12, Level 2)

QUALIFICATION STANDARDS:

EDUCATION	:	Bachelor's Degree in Engineering Relevant to the job
EXPERIENC E	:	none required
TRAINING	:	none required
ELIGIBILITY	:	RA 1080
ITEM NO.	:	167

JOB DUTIES & RESPONSIBILITIES:

- Assists in the development and implementation of a Leak Detection and NRW Reduction Program for ACWD
- Supervises crew in leak detection works and submits accomplishments report thereof
- Assists crew in leak detection works and submits accomplishment report
- Assists in the supervision of waterline maintenance
- Prepares progress reports of the on-going maintenance works
- Performs surveys of water meter location for GIS.
- Determines location of gate valves and updates status and encode to GIS.
- Performs such other duties as maybe assigned from time to time

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ENGINEERING DEPARTMENT

PLANNING AND DESIGN

(1) WATER/SEWERAGE MAINTENANCE FOREMAN - (SG-14, Level 1)

QUALIFICATION STANDARDS:

EDUCATION	:	High School Graduate or completion of relevant vocational/trade course
EXPERIENC E	:	3 years of relevant experience
TRAINING	:	16 hours relevant training
ELIGIBILITY	:	none required
ITEM NO.	:	166

JOB DUTIES & RESPONSIBILITIES:

- Supervise works of water/sewerage construction crew in the construction and maintenance of water service connection and assist crew as required
- Determine availability of required materials and supplies needed during and after construction process including tools , equipment and personnel
- Trains personnel on proper handling of tools and equipments
- Monitors progress of works and prepares periodic status report of projects assigned
- Prepares and develop strategies and programs for the construction and maintenance to enhance collective efficiency and facilitate early completion of projects
- Performs such other duties and responsibilities as maybe assigned from time to time.

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ENGINEERING DEPARTMENT

PLANNING AND DESIGN

(1) DRAFTSMAN A (SG-8, Level 1)

QUALIFICATION STANDARDS:

EDUCATION	:	Completion of two years studies in College or High School Graduate with relevant vocational/trade course
EXPERIENC E	:	1 year of relevant experience
TRAINING	:	4 hours relevant training
ELIGIBILITY	:	Career Service Sub-Professional (Draftsman or Illustrator (MC.II. s. 96 Cat.I)
ITEM NO.	:	170

JOB DUTIES & RESPONSIBILITIES:

- Performs survey or visit site to collect measurement and dimension as needed for proposed construction projects
- Use computerized design and drafting system to prepare drawing and must have technical know-how on autocad and computer basic skill
- Drafts construction drawings/plans and sketched for proposed projects
- Verify submitted technical data
- Encode maintain and file records of ACWD projects and accomplished projects
- Provide barangay plan copies to requesting Department/Division
- Prepare technical drawings to be used in construction plans
- Performs such other duties as maybe assigned from time to time

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ENGINEERING DEPARTMENT

MAINTENANCE DIVISION

(1) SENIOR WATER/SEWERAGE MAINTENANCE MAN A(SG-12, LEVEL-1)

QUALIFICATION STANDARDS:

EDUCATION : Elementary School Graduate
EXPERIENC E : 2 years of relevant experience
TRAINING : 8 hours of relevant training
ELIGIBILITY : none required
ITEM NO. : 188

JOB DUTIES AND RESPONSIBILITES:

- Prepares trenches for receiving pipeline materials, assembles transmission and distribution pipes, valves, hydrants and other appurtenances, hydrostatically tests installed piping assemblies, repair leaking pipes, fittings, valves hydrants or other water system appurteanances
- Performs semi-skilled tasks using hand tools and measurement devices, operate lifting equipment in handling pipe and heavy appurtenances, maintain records of work accomplished and materials, equipment and labor required, supervises laborers assigned as assistants
- Performs routine tasks in constructing and maintaining water transmission and distribution mains and performs other related tasks as directed
- Performs such other duties as maybe assigned from time to time.

(1) ENGINEER B (SG-12, Level 2)

QUALIFICATION STANDARDS:

EDUCATION : Bachelor's Degree in Engineering Relevant to the job
EXPERIENC E : none required
TRAINING : none required
ELIGIBILITY : RA 1080
ITEM NO. : 207

JOB DUTIES & RESPONSIBILITIES:

- Assists in the development and implementation of a Leak Detection and NRW Reduction Program for ACWD
- Supervises crew in leak detection works and submits accomplishments report thereof
- Assists crew in leak detection works and submits accomplishment report
- Assists in the supervision of waterline maintenance
- Prepares progress reports of the on-going maintenance works
- Performs surveys of water meter location for GIS.
- Determines location of gate valves and updates status and encode to GIS.
- Performs such other duties as maybe assigned from time to time

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ENGINEERING DEPARTMENT

MAINTENANCE DIVISION

(1) WATER/SEWERAGE MAINTENANCE FOREMAN - (SG-14, Level 1)

QUALIFICATION STANDARDS:

EDUCATION	:	High School Graduate or completion of relevant vocational/trade course
EXPERIENC E	:	3 years of relevant experience
TRAINING	:	16 hours relevant training
ELIGIBILITY	:	none required
ITEM NO.	:	186

JOB DUTIES & RESPONSIBILITIES:

-

(1) SENIOR INSTRUMENT TECHNICIAN - (SG-11, Level 1)

QUALIFICATION STANDARDS:

EDUCATION	:	High School Graduate or completion of relevant vocational/trade course
EXPERIENC E	:	2 years of relevant experience
TRAINING	:	8 hours relevant training
ELIGIBILITY	:	Equipment Technician
ITEM NO.	:	209

JOB DUTIES & RESPONSIBILITIES:

- Calibrate water meters
- Prepare reports on calibrated water meters
- Recommend measures to improve calibration system
- Performs such other duties as maybe assigned from time to time

ANGELES CITY WATER DISTRICT
Pampang Road, Brgy. Lourdes Northwest, Angeles City
PLDT (045) 458-0384/458-0382/458-0372; Datelcom (045)322-6926
E-mail address: acwaterdistrict@yahoo.com.ph
Website: http://www.angelescitywd.gov.ph/

DIVISION MANAGERS

(6) DIVISION MANAGER A (SG-24, LEVEL-2)
For HR and Administration
Financial Services
Operations
Electro-Mechanical
Maintenance
Septage Management

QUALIFICATION STANDARDS:

EDUCATION	:	Master's Degree or Certificate in Leadership and Management from CSC
EXPERIENC E	:	4 year supervisory and management experience
TRAINING	:	40 hours of supervisory /management learning and development intervention undertaken within last 5 years
COMPETENCIES:		Building collaborative inclusive working relationship Managing performance and coaching for results leading change. Thinking strategically and creatively, Creating and nurturing a high performance
ELIGIBILITY	:	Career Service Professional
ITEM NO.	:	11,35,111,148,183,215

JOB DUTIES AND RESPONSIBILITES:

- Please see attached.

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TO : ALL APPLICANT

SUBMISSION OF APPLICATION LETTER FOR THE VACANT POSITIONS WILL BE ON OR BEFORE **December 10,2018 (5:00 PM)** AT THE HUMAN RESOURCES OFFICE.

REQUIREMENTS:

1. APPLICATION LETTTER FOR THE POSITION APPLIED
2. PERSONAL DATA SHEET (REQUEST FOR PRINT OUT FORM AT THE HUMAN RESOURCES)
3. PHOTOCOPY OF DIPLOMA, TRANSCRIPTS OF RECORDS, CERTIFICATE OF ELIGIBILITY
4. PHOTOCOPY OF TRAININGS