

**NATIONAL IRRIGATION ADMINISTRATION
MIMAROPA REGION**

ANNOUNCEMENT

WE INVITE YOU TO APPLY FOR THE FOLLOWING VACANT POSITION

Position Title : Accounting Processor A, SG-8
Item No. 172-77

Location : National Irrigation Administration Region IV-B
Mindoro Oriental-Marinduque-Romblon Irrigation Management Office
Office: Bayanan II, Calapan City
Section: Pula-Bansud River Irrigation System
Pinamalayan, Oriental Mindoro

I. Minimum Qualification Requirements:

Education : Completion of two(2) years studies in college
Experience : One (1) year of relevant experience
Training : Four (4) hours of relevant experience
Eligibility : Career Service (Sub-professional), First Level Eligibility

II. Duties & Responsibilities:

- Prepare bills for the collection of irrigation fees, make abstract of bills for every cropping season and prepares annual statement receivables;
- Encode post and maintain updated data of irrigation fee registers regarding irrigated area benefited, exemptions, exclusions, change of ownership, subdivisions, irrigation fee dues, penalties and payments made by every water user. Compiles and binds all pertinent data as basis in the preparation of bills and for safekeeping;
- Distribute collection notices; participates in special collection campaigns;
- Review and submit reports;
- Prepare collection letters and other correspondence and course same to proper channel;
- Review ITR cards, bills, abstracts of bills, statements of accounts, payments posted on ledgers;
- Perform other related functions.

III. Assessment Process:

1. Initial Assessment Steps
 - a. HRD Pre-screening
 - b. Personnel Selection Board (PSB) screening
2. Further Assessment Steps
 - a. Work-related Written examinations
 - b. Panel interview
 - c. Other related tests, i.e., IQ Test/Personality Test, as deemed necessary

IV. Documentary Requirements:

- All interested qualified applicants shall submit the following to the Office of the Regional Irrigation Manager, Attn.: Administrative Section, NIA Regional IV-B, Bayanan II, Calapan City, Oriental Mindoro.
 - a. Letter of Application for submission not later than the 15th working day from publication.
OCT 30 2018;
 - b. Updated Personal Data Sheet;
 - c. Latest Performance Rating for 1 year (if applicable)
 - d. Photocopy of Eligibility/Rating/License
 - e. Certificates of training/seminars attended.
 - f. Photocopy of Diploma/TOR
- *Applicants who fail to submit complete documentary requirements as prescribed shall not be included in the evaluation.*

V. Other Relevant Information:

- Candidate/s found by the PSB to have met the minimum qualification requirements (Item I) and have successfully hurdled the Assessment Process (Item III) will be certified by the PSB as qualified for appointment/promotion to the subject vacancy.


WILLIAM P. RAGODON
Regional Manager A

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