

**NATIONAL IRRIGATION ADMINISTRATION  
MIMAROPA REGION**

**A N N O U N C E M E N T**

**WE INVITE YOU TO APPLY FOR THE FOLLOWING VACANT POSITION**

**Position Title** : **Accounting Processor A/JG 6**

**Item Nos. 172-76**

**Location**

: National Irrigation Administration Region 4-B  
Mindoro Oriental-Marinduque-Romblon Irrigation Management Office  
Baco-Bucayao River Irrigation System

**I. Minimum Qualification Requirements:**

**Education** : Completion of two years studies in College

**Experience** : 1 year of relevant experience

**Training** : 4 hours of relevant training

**Eligibility** : Career Service (Subprofessional) First Level

**II. Duties & Responsibilities:**

- Prepare bills for the collection of irrigation fees, make abstract of bills for every coping 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. HR Pre-screening
  - b. b. Human Resource Merit Promotion and Selection Board (HRMPSB) 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 Office IV-B, Bayanan II, Calapan City, Oriental Mindoro.
  - a. Letter of Application indicating the position applied for submission not later than the 15<sup>th</sup> working days from publication.

**MAR 15 2023**

- b. Updated Personal Data Sheet;
- c. Latest Performance Rating in the present position (if applicable)
- d. Photocopy of Eligibility/Rating/License
- e. Photocopy of Certificates of training/seminars attended.
- f. Photocopy of TOR
- g. Certificates of Employment from previous and present employment (if applicable)

- ***Qualifications of applicants without supporting documents shall not be evaluated and considered.***

**V. Other Relevant Information:**

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

**RONILIO M. CERVANTES**  
Acting Regional Manager

KGMH-A-  
JUB-  
SRL/

Date of Posting : **FEB 23 2023** **MAR 04 2023**  
Date of Publication : **FEB 22 2023**

NIA-RO4B-AFD-ADM-INT-Form-210-Rev00