

**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 : Data Encoder, SG-7
Item Nos. 191-177

Location : NIA Region 4-B
Administrative and Finance Division
Administrative Section
Bayanan II, Calapan City, Oriental Mindoro

I. Minimum Qualification Requirements:

Education : Completion of 2 years studies in college or High School Graduate w/relevant vocational/trade course

Experience : None Required

Training : None Required

Eligibility : Career Service (Sub Professional), First Level Eligibility / Data Encoder (CSC MC 11, S. 1996-Cat1)

II. Duties & Responsibilities:

- Encode and maintain accurate electronic-database;
- Prepare service records, appointments, plantilla, payrolls, leaves and personnel reports;
- Reproduce Memorandum Circulars, communications and other data for distribution;
- Perform other related functions.

III. Assessment Process:

1. Initial Assessment Steps
 - a. HR 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 Office IV-B, Bayanan II, Calapan City, Oriental Mindoro.

- a. Letter of Application indicating the position applied for submission not later than the 15th working days from publication.
OCT 0 8 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 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.

Date of Posting

: **SEP 1 8 2018 - SEP 2 7 2018**

Date of Publication

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WILLIAM P. RAGODON
Regional Manager A

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