

CSE

WE INVITE YOU TO APPLY FOR THE FOLLOWING VACANT POSITION

Position Title : Senior Water Resources Facilities Technician / SG-12
Item Nos. 136-272

Location : NIA Region IV-B
Mindoro Occidental
Irrigation Management Office
Section: Caguray-Lumintao-Pagbahan-Amnay-
Patrick-Monpong River Irrigation System

I. Minimum Qualification Requirements:

Education : Highschool graduate or completion of relevant vocational /trade course

Experience : 2 years of relevant experience

Training : 8 hours of relevant training

Eligibility : Water Resources Facilities Operator (CSC MC 10, S. 2013, Cat II)

II. Duties & Responsibilities:

- Supervise proper distribution of irrigation water;
- Supervise the cleaning and clearing of canals, embankments and other irrigation structures;
- Assist the IAs in the investigation of complaints from water users and other irrigation related issues;
- Compile records of planting, harvest and crop damages in service areas;
- Facilitate the preparation and distribution of bills and ISF collections;
- Coordinate with IA, O&M personnel/technical staff and line agencies to facilitate farmers' participation in all phases of irrigation development;
- Supervise/monitor the work/activities of the Water Resources facilities Operator;
- Monitor and evaluate the IA performance; prepare and submit periodic report as required;
- Assist in the preparation and monitoring of reports relative to IMT/JSM implementation;
- 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 for submission not later than the 15th working days from publication.
January 19, 2018.
 - b. Updated Personal Data Sheet;
 - c. Performance Rating for the last semester/rating period ended; and
 - d. Photocopy of Eligibility
 - e. Certificates of trainings/seminars attended.
- *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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