

**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** : Industrial Security Guard A/JG 6

**Item Nos.** 179-252

**Location**

: National Irrigation Administration Region 4-B  
Mindoro Oriental-Marinduque-Romblon Irrigation Management Office  
Administrative and Finance Section

**I. Minimum Qualification Requirements:**

**Education** : Highschool Graduate

**Experience** : 1 year of relevant experience

**Training** : 4 hours of relevant training

**Eligibility** : Security Guard License

**II. Duties & Responsibilities:**

- Guard and protect premises of NIA compound from unlawful entry of persons and vehicles; searches persons entering and leaving the Agency from prohibited articles or stolen properties;
- Investigate suspicious persons and report unusual happenings, events or accidents in NIA office and premises;
- Conduct preliminary investigation of disturbances and infraction of office rules and regulations;
- Maintain log book for guests and visitors; NIA, other government and private vehicles entering and leaving the compound;
- Oversee the coming in and out of NIA personnel;
- Maintain peace and order condition in NIA office and premises;
- Perform other related functions.

**III. Assessment Process:**

1. Initial Assessment Steps
  - a. HR Pre-screening
  - 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, ie., 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.  
**FEB 23 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)

**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



RMH-A-112  
08/2/23

JUG  
500  
NF  
4/6

Date of Posting : **FEB 03 2023** – **FEB 12 2023**

Date of Publication : **FEB 02 2023**