



Republic of the Philippines
OFFICE OF THE PRESIDENT
NATIONAL IRRIGATION ADMINISTRATION
REGIONAL OFFICE NO. IV-B (MIMAROPA)



TO

: THE DIVISION MANAGERS
All IMOs
This Agency

Attention

: IRM/D Officer C

SUBJECT

: POSTING OF INVITATION TO APPLY FOR VACANT POSITION

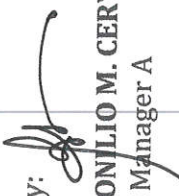
Attached is the invitation to apply for the following vacant position:

Position Title / JG	Item No. / Location
Water Resources Facilities Operator B / JG 5	Item No. 196-216 National Irrigation Administration Region 4-B, Mindoro Occidental Irrigation Management Office Caguray-Lumintao-Pagbahan-Amnay-Patrick- Monpong River Irrigation System

You are advised to post/announce the same in your office.

Thank you.


JOY U. BANTISTA
Administrative Services Officer V
SRL
DM/SA

Noted by: 
ENGR. RONILIO M. CERVANTES
Regional Manager A

LLL-
KCMH-A 





ANNOUNCEMENT

WE INVITE YOU TO APPLY FOR THE FOLLOWING VACANT POSITION

Position Title	: WATER RESOURCES FACILITIES OPERATOR B / JG 5 Item Nos. 196-216
Location	: National Irrigation Administration Region 4-B Mindoro Occidental Irrigation Management Office Caguray-Lumintao-Pagbahan-Amnay-Patrick-Monpong River Irrigation System

I. Minimum Qualification Requirements:

Education	: High School Graduate or Completion of relevant vocational/trade course
Experience	: None required
Training	: None required
Eligibility	: Water Resources Facilities Operator (MC 10, s. 2013, Cat II)

II. Duties & Responsibilities:

- Undertake the operation (closing and opening) of dam steel gates;
- Responsible in the implementation of the agreed NIA-IA water delivery schedule from head of the irrigable area up to the tail end;
- Assist the Senior Water Resources Facilities Technician SWRF in the preparation of weekly List of Irrigated Planted Area (LIPA) in coordination with Irrigators Association (IA);
- Distribute bills;
- 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, 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.
DEC 2 4 2024
 - b. Updated Personal Data Sheet with work experience 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.

Date of Posting

: **DEC 0 4 2024** **DEC 1 3 2024**

Date of Publication

: **DEC 0 3 2024**

ENGR. RONILIO M. CERVANTES

Regional Manager A

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