



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

WE INVITE YOU TO APPLY FOR THE FOLLOWING VACANT POSITION

Position Title

: **ENGINEER A/JG 9**

Item Nos. 104-44

Location

: National Irrigation Administration Region 4-B
Mindoro Oriental-Marinduque-Romblon Irrigation Management Office
Engineering Section

I. Minimum Qualification Requirements:

Education : Bachelor's degree in Engineering relevant to the job

Experience : One (1) year of relevant experience

Training : Four (4) hours of relevant training

Eligibility : RA 1080

II. Duties & Responsibilities:

- Undertake field surveys and project investigation according to program of priorities set by the office; collect engineering data needed for project feasibility study;
- Assist in the preparation of complete designs of irrigation structures, program of work, cost estimates and bill of materials;
- Prepare requisitions of materials and equipment needed in project construction;
- Monitor on-going construction and rehabilitation projects;
- Assist in monitoring contract works for adherence to plans, specifications; prepare accomplishment report; prepare payrolls and vouchers;
- Prepare periodic reports of communal and national systems on repair and improvement works;
- 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.
JUN 13 2025
 - 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.

ENGR. RONILIO M. CERVANTES
Regional Manager A

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