

A N N O U N C E M E N T
WE INVITE YOU TO APPLY FOR THE FOLLOWING VACANT POSITION

Position Title : Engineering Assistant B / JG 6
Item Nos. 177-39

Location : National Irrigation Administration Region 4-B
Palawan Irrigation Management Office
Engineering Section

I. Minimum Qualification Requirements:

Education : Completion of two years studies in College

Experience : One (1) year of relevant experience

Training : Four (4) hours of relevant training

Eligibility : Career Service (Subprofessional) First Level Eligibility

II. Duties & Responsibilities:

- Determine point positions on the earth's surface through electronic instrumentation and undertakes astronomical observations necessary in the establishment of ground controls, primary, secondary and range station required in power development and investigation projects;
- Undertake preliminary designs of vertical (buildings) and horizontal (roads, bridges, and irrigations) structures in a small to medium-scale projects;
- Assist in the execution of the required technical/engineering surveys necessary in the pre-feasibility studies, design, construction and post construction of projects;
- Operate and maintain complimentary surveying instruments, accessories and related paraphernalia; takes record of measurements and readings registered on surveying instruments and equipment;
- Assist in the conduct of field measurements and/or sampling during geological, pedological, hydrological, air and water quality studies;
- Performs 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.
AUG 01 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.

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Brgy. Bayanan II, Calapan City, Oriental Mindoro, Philippines

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ENGR. ROMILIO M. CERVANTES
Regional Manager A

[Signature]
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