

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

WE INVITE YOU TO APPLY FOR THE FOLLOWING VACANT POSITION

Position Title

: **Division Manager A / JG-12**

Location

Item Nos. 9-58

: NIA Region 4-B
Office of the Irrigation Manager
Mindoro Oriental-Marinduque-Romblon Irrigation Management
Office

I. Minimum Qualification Requirements:

Education : Master's Degree or Certificate in Leadership and Management from the CSC
Experience : Four (4) years of supervisory/management experience
Training : Forty (40) hours of supervisory/management training/ learning and development intervention
Eligibility : Career Service Professional/Second Level Eligibility

II. Duties & Responsibilities:

- Develop and formulate short and long range plans, programs for feasible irrigation projects in the covered provinces;
- Supervise the gathering of data for feasibility study of proposed national and communal irrigation projects;
- Direct and supervise the design of canal structures and other minor irrigation facilities. Review and recommend/approve estimates and programs of work;
- Supervise the construction/rehabilitation/improvement of all locally and foreign-funded irrigation projects in the covered province;
- Direct collection and inventory of field engineering data on water resources development and systems improvement projects for proposed national and communal projects;
- Undertake the investigation and gathering of technical, socio-economic and environmental and other necessary data; preparation and updating of plans, designs and specifications of irrigation projects approved for construction;
- Implement institutional development program for irrigation service associations in the national and in communal projects;
- Direct the installation, pull-out, transfer and/or repossession of pumps when ordered by higher authority;
- Implement strategies, guidelines and instructions to improve the collection of irrigation service fee for national and communal irrigation systems; direct the development of plans and programs to close the gap between the irrigated and service areas and increase crop production;
- Conduct investigation of water rights application and controversies;
- Review water rights investigation reports; recommend approval/disapproval of water rights application, land conversion, and other agrarian-related matters to the RID;
- Coordinate with other government agencies and local officials in the province with regards to integrated development;
- Provide administrative and financial services relative to accounting, control, custody of collections, payment of obligations and other related activities;
- 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.

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

Telefax No. : (043) 288 7267

Website: www.region4b.nia.gov.ph • Facebook: www.facebook.com/NIA.Region4B

TIN: 000-916-415-166

NIA-RO4B-AFD-ADM-INT-Form-210-Rev00

a. Letter of Application indicating the position applied for submission not later than the 15th working days from publication.

JUL 15 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. Updated Service Record

• *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
LLL-
KCMH-A
JUB
SRL


Date of Posting

: JUN 22 2024 JUL 01 2024

Date of Publication

: JUN 21 2024

Place of Assignment : National Irrigation Administration Region 4-B, Office of the Irrigation Manager Mindoro Oriental-Marinduque-Romblon Irrigation Management Office

Position Title : DIVISION MANAGER A

Plantilla Item No. : 9-58

Salary/Job/Pay Grade : 12

Monthly Salary : Php 91,937.00

Eligibility : Career Service Professional / Second Level Eligibility

Education : Masters Degree or Certificate in Leadership and Management from the CSC

Training : Forty (40) Hours of supervisory/ management training / learning and development intervention

Work Experience : Four (4) Years of supervisory / management experience

Competency :

Instructions/Remarks :

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than July 15, 2024.

Documents:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. Photocopy of Training/Seminars
- 6 Updated Service Record

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

ENGR. RONILIO M. CERVANTES

Regional Manager A

NIA MIMAROPA Region, Bayanan II, Calapan City, Oriental Mindoro
mimaropa@nia.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : June 21, 2024

Closing Date : July 15, 2024