



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

WE INVITE YOU TO APPLY FOR THE FOLLOWING VACANT POSITION

Position Title

: PRINCIPAL ENGINEER A/ JG 12

Item Nos. 27-37

Location

**: National Irrigation Administration Region 4-B
Mindoro Oriental-Marinduque-Romblon Irrigation Management Office
Baco – Bucayao River Irrigation System**

Bayanan II, Calapan City, Oriental Mindoro

I. Minimum Qualification Requirements:

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

Experience : Four (4) years of relevant experience

Training : Twenty-four (24) hours of relevant training

Eligibility : RA 1080

II. Duties & Responsibilities:

- Supervise the operation and maintenance, repairs and improvements of national irrigation system;
- Supervise the preparation, distribution of bills and collection of irrigation service fees;
- Submit data on harvest, water use, production cost, market value and other data that may be requested;
- Recommend exemption from payment of irrigation fees and submits regular reports of accomplishments, financial status, problems and recommendations;
- Supervise the development of the IAs within the irrigation system;
- Supervise the operation, maintenance and repair of equipment assigned in the system;
- Coordinate with other government agencies relative to agricultural enhancement programs;
- Recommend a) plans and programs to close the gap between the irrigated and service areas and increase crop production, b) strategies to increase the collection of ISF and other sources of income, c) plans and programs on institutional development particularly the implementation of IMT;
- 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.

Date of Posting

MAY 23 2025 – JUN 01 2025

Date of Publication

MAY 22 2025

ENGR. RONILIO M. CERVANTES
Regional Manager A

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