

**NATIONAL IRRIGATION ADMINISTRATION  
MIMAROPA REGION**

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

**WE INVITE YOU TO APPLY FOR THE FOLLOWING VACANT POSITION**

**Position Title : IRRIGATORS DEVELOPMENT OFFICER A/ JG 8**

**Item Nos. 127-52**

**Location**

: National Irrigation Administration Region 4-B  
Engineering and Operation Division  
Operations, Institutional and Equipment Section  
Bayanan II, Calapan City, Oriental Mindoro

**I. Minimum Qualification Requirements:**

**Education** : Bachelor's Degree relevant to the job  
**Experience** : None required  
**Training** : None required  
**Eligibility** : Career Service (Professional) Second Level Eligibility

**II. Duties & Responsibilities:**

- Facilitate preparation of plans and programs for Institutional development;
- Assist Senior IDO in planning & recommending programs for more intensive collection campaign of amortization, equity generation and ISF collection;
- Extend proper guidance to association members and officers relative to their duties, rights and obligations for continued growth and development;
- Facilitate and oversee meetings of irrigators associations, field visitation, regular updating of IA master list of farmers and other related documents;
- Conduct trainings and other capability building programs, training need analysis and on the job training to sustain IA functionality;
- Provide inputs to improve farm practices and proper water management;
- Conduct irrigator's association functionality assessment and audit as basis for intervention;
- 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.  
MAY 03 2023.
  - a. Letter of Application indicating the position applied for submission not later than the 15<sup>th</sup> working days from publication.
  - 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.

**RONILIO M. CERVANTES**  
Acting Regional Manager

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