

**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** : **Water Resources Facilities Operator B/ SG 6**  
**Item Nos. 196-215**

**Location** : National Irrigation Administration Region 4-B  
Mindoro Occidental Irrigation Management Office  
Caguray-Lumintao-Pagbahan-Monpong River Irrigation System

**I. Minimum Qualification Requirements:**

**Education** : Highschool Graduate or completion of relevant / vocational trade course  
**Experience** : None Required  
**Training** : None Required  
**Eligibility** : Water Resources Facilities Operator ( CSC MC No. 10, S. 2013 Cat II)

**II. Duties & Responsibilities:**

- Undertake the operation (closing and opening) of dam steel gates;
- Responsible in the implementation of the agreed NIA-IA water delivery schedule from head of the irrigable area up to the tail end;
- Assist the SWRF in the preparation of weekly LIPA in coordination with IAs;
- Distribute bills;
- Perform other related functions.

**III. Assessment Process:**

1. Initial Assessment Steps
  - a. HR Pre-screening
  - b. 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 15<sup>th</sup> working days from publication.  
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  - b. Updated Personal Data 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.

  
**WILLIAM P. RAGODON**  
Regional Manager

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