



Electronic copy to be submitted to the CSC FO must be in MS Excel format

Republic of the Philippines
NATIONAL IRRIGATION ADMINISTRATION
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the NATIONAL IRRIGATION ADMINISTRATION in the CSC website:

[Signature]
RAQUEL R. SALCEDA
HRMO

Date: November 04, 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Corporate Accounts Analyst	110-26	9	31320	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Administrative and Finance Division
2	Accounting Processor A (Billing Clerk)	172-92	6	19744	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Operation and Maintenance Section, Binahaan-Tibak River Irrigation System
3	Data Encoder	191-129	5	15586	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional) Data Encoder (MC 11, S. 96-Cat. I) First Level Eligibility	N/A	Operation and Maintenance Section, Balire-Ibawon-Gibuga River Irrigation System

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 November 25, 2022.

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.

This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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

RAQUEL R. SALCEDA

OIC, Administrative Section

Marasbaras, Tacloban City

hrmoniaregion8@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.