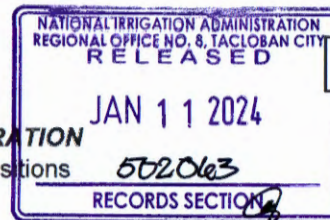


Republic of the Philippines  
**NATIONAL IRRIGATION ADMINISTRATION**  
Request for Publication of Vacant Positions



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

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: January 11, 2024

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	Senior Engineer A	82-139	10	36619	Bachelor's degree in Engineering relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080	N/A	Operation Section, Engineering and Operation Division
2	Collection Representative A	147-50	7	21129	Completion of two years studies in college	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Operation and Maintenance Section, Mainit-Pongso River Irrigation System
3	Collection Representative A	147-52	7	21129	Completion of two years studies in college	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Operation and Maintenance Section, Dolores-Basey Irrigation System
4	Accounting Processor A (Billing Clerk)	172-95	6	19744	Completion of two years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Operation and Maintenance Section, Dolores-Basey Irrigation System
5	Industrial Security Guard A	179-334	6	19744	High School Graduate	Four (4) hours of relevant training	One (1) year of relevant experience	Security Guard License (MC 11, s. CAT II)	N/A	Administrative and Finance Section, Northern-Eastern-Western Samar Irrigation Management Office
6	Data Encoder	191-131	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	Administrative and Finance Section, Northern-Eastern-Western Samar Irrigation Management Office

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)	
7	Water Resources Facilities Operator B	196-271	5	15586	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	Water Resources Facilities Operator (MC 10, s. 2013)	N/A	Operation and Maintenance Section, Dolores-Basey 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 February 1, 2024.

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](http://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).

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

**RAQUEL R. SALCEDA**

Administrative Services Chief A  
 Marasbaras, Tacloban City  
[hrmo.niaregion8@gmail.com](mailto:hrmo.niaregion8@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**