

WE INVITE YOU TO APPLY FOR THE FOLLOWING VACANT POSITION

Position Title : **ENGINEERING ASSISTANT A (CASUAL)**
SG-10, Php 794.23/day
Location : **NIA R3 - BULO SRIP**
(TO BE ASSIGNED IN SAN MIGUEL, BULACAN)

I. Minimum Qualification Requirements:

Education : Completion of two years studies in college
 Experience : Two Years relevant experience
 Training : Eight Hours of relevant training
 Eligibility : CS Subprofessional
 Second Level Eligibility

II. Duties & Responsibilities:

- Determine point positions on the earth's surface through electronic instrumentation and undertakes astronomical observations necessary in the establishment of ground controls, primary, secondary and range station required in power development and investigation projects;
- Undertake preliminary designs of vertical (buildings) and horizontal (roads, bridges, and irrigations) structures in a small to medium-scale projects;
- Assist in the execution of the required technical/engineering surveys necessary in the pre-feasibility studies, design, construction and post construction of projects;
- Operate and maintain complimentary surveying instruments, accessories and related paraphernalia; take record of measurements and readings registered on surveying instruments and equipment;
- Assist in the conduct of field measurements and/or sampling during geological, pedological, hydrological, air and water quality studies;
- Perform other related functions.

III. Assessment Process

1. Initial Assessment Steps
 - a. AFD-AS Pre-Screening
 - b. Personnel Selection Board (PSB) 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 RIM, Tambubong, San Rafael, Bulacan:
 - a. Letter of Application for submission not later than AUGUST 15, 2019 ;
 - b. Updated Personal Data Sheet with Work Experience (CSC Form 212 and Attachment);
 - c. Copy of Authenticated Certificate of Eligibility/Rating/License;
 - d. Medical Certificate (CSC Form 211, Revised 2018);
 - e. Copy of Certificate of Live Birth;
 - f. Copy of Marriage Contract/Certificate;
 - g. NBI Clearance (for New/Original Appointment);
 - h. Performance Rating for the last semester / rating period ended; (if applicable);
 - i. Scholastic/Academic Record (Diploma and Transcript of Records);
 - j. Photocopies of certificates of trainings / seminars attended (if applicable);

V. Other Related Information:

- Candidate/s found by the PSB to have met the minimum qualification requirements (Item 1) and have successfully hurdled the Assessment Process (Item III) will be certified by the PSB as qualified for appointment/promotion to the subject vacancy.

JOSEPHINE B. SALAZAR
 Regional Manager