

WE INVITE YOU TO APPLY FOR THE FOLLOWING VACANT POSITION

Position Title : **IRRIGATORS DEVELOPMENT OFFICER A (CASUAL)**
SG-12, Php 1,006.77/day
Location : **NIA R3 - BULO SRIP**
(TO BE ASSIGNED IN SAN MIGUEL, BULACAN)

I. Minimum Qualification Requirements:

Education : Bachelor's Degree relevant to the job
 Experience : None required
 Training : None required
 Eligibility : CS 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. 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 (Item1) 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