



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
NATIONAL IRRIGATION ADMINISTRATION
MAGAT RIVER INTEGRATED IRRIGATION SYSTEM
DIVISION II

WE INVITE YOU TO APPLY FOR THE FOLLOWING VACANT POSITION

POSITION TITLE : Data Encoder/IG-5/ P17,905.00
ITEM NO. 191-59
LOCATION : NIA-MARIIS Division II, Roxas St. Barangay 4, San Mateo, Isabela

I. MINIMUM QUALIFICATION REQUIREMENTS:

EDUCATION : Completion of two years studies in college or High School Graduate with relevant vocational/ trade course
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : Career Service (Subprofessional) Data Encoder Eligibility (MC 6, s. 2010) First Level Eligibility

II. DUTIES & RESPONSIBILITIES

1. Prepares computer generated reports by encoding data inputs in prescribed forms and worksheets;
2. Encodes finalization of monthly, quarterly, semi-annual and annual reports;
3. Maintains and updates 201 files, Service Records and Index of Leave of personnel of Division II;
4. Assists in the preparation of appointments of employees; Incharge in the preparation of Daily Time Records of employees;
5. Keeps effective personnel records and files; Receives/releases all communications to and from other offices; and perform other duties that may be assigned from time to time.

III. Assessment Process:

1. **Initial Assessment Steps**
 - a. AFS/AFD-AS Pre-screening
2. **Further Assessment Steps**
 - a. Human Resource Merit and Promotion Selection Board (HRMPSB) screening (Panel Interview)
 - b. Work-related Written examinations, as deemed necessary
 - c. Other related tests, i.e., IQ Test/Personality Test, as deemed necessary

IV. Documentary Requirements:

San Mateo, Isabela, Philippines
Telephone No.: 078 3235642
Website: www.mariis.nia.gov.ph • Facebook: www.facebook.com/nia.mariisdiv2
TIN: 000916415159



All interested qualified applicants shall submit the following to:

ENGR. RONNIE B. BESA

Division Manager A

Roxas St. Barangay 4, San Mateo, Isabela

mariis.division2@nia.gov.ph

- a. Letter of Application
- b. Updated Personnel Data Sheet and Work Experience Sheet;
- c. Performance Rating for the last semester/rating period ended; and
- d. Certified copies of certificates of trainings/seminar attended.
- e. Certified copies of Diploma, Transcript of Record and Eligibilities.

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.

ENGR. RONNIE B. BESA

Division Manager A

Date of Publication : 10 JUL 2024

Date of Posting : 10 JUL 2024

NOTE:

Deadline of Submission of Application Letter to the above-mentioned Vacant Item will be on 31 JUL 2024.

The National Irrigation administration-Magat River Integrated Irrigation System (NIA-MARIIS) complies with the Equal Employment Opportunity Policy (EEOP). We do not discriminate on the basis of religion, marital status, age, nation origin, physical disability, gender, sexual orientation, and gender identity or expression. All qualified employees shall be subject to the same terms and conditions of employment and the same compensation, privileges, benefits, fringe benefits, incentives or allowances as a qualified able-bodied person and to position applied for.