

## WE INVITE YOU TO APPLY FOR THE VACANT POSITION

**Postion Title** : PRINCIPAL ENGINEER A  
JG-12 P 80, 003.00/m / Item No. 27-52  
**Location** : Zamboanga Del-Norte- Sibugay Irrigation Management Office

### I. Minimum Qualification Requirements:

**Education** : Bachelor's degree in Engineering relevant to the job  
**Experience** : 4 years of relevant experience  
**Training** : 24 hours of relevant training  
**Eligibility** : RA 1080

### II. Duties & Responsibilities:

1. Plan and supervise field surveys and project investigation according to program of priorities set by the office, collection of engineering data and recommend project feasibility;
2. Prepare complete designs of irrigation structures; check and recommend program of work, cost estimates and bill of materials; recommend requisition and follow up acquisition of materials and equipment needed in project construction;
3. Monitor on-going construction and rehabilitation projects; evaluate performance and make recommendations necessary to ensure fast completion of projects;
4. Monitor contract works for adherence to plans, specifications; prepare accomplishment report; recommend payment; prepare payrolls and vouchers;
5. Check periodic reports submitted by project-in-charge and prepares pertinent communications;
6. Supervise the operation and maintenance, repairs and improvements of national irrigation system;
7. Supervise the preparation, distribution of bills and collection of irrigation service fees;
8. Submit data on harvest, water use, production cost, market value and other data that may be requested;
9. Recommend exemption from payment of irrigation fees and submits regular reports of accomplishments, financial
10. Supervise the development of the IAs within the irrigation system;
11. Supervise the operation, maintenance and repair of equipment assigned in the system;
12. Coordinate with other government agencies relative to agricultural enhancement programs;
13. Recommend a) plans and programs to close the gap between the irrigated and service areas and increase crop production, d) strategies to increase the collection of ISF and other sources of income, c) plans and programs on institutional development particularly the implementation of IMT;
14. Perform other related functions.

### III Assessment Process

1. Initial Assessment Steps
  - a. HRD Pre-screening
  - b. Personnel Selection Board (PSB) screening
2. Further Assessment Steps
  - a. Work-related Written examination
  - b. Panel interview
  - c. Other related tests, i.e., IQ Test/Personality Test , as deemed necessary

### IV Documentary Requirements:

- **Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter not later than JUL 23 2025**
  - a. Letter of Application which contains Position Tile, Item No. and Location
  - b. Fully accomplished Personal Data Sheet (PDS) recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
  - c. Performance rating in the last rating period (January to June 2025)
  - d. Photocopy of certificate of eligibility/rating/license; and
  - e. Photocopy of Official Transcript of Records.
  - f. Photocopies of certificates of trainings /seminars attended

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

### V. Other Relevant Information:

- Candidate/s found by the PSB to have met the Minimum Qualification Requirements (Item I) and have successfully hurdled the Assessment Process (Item III) will be certified by the PSB as qualified for appointment/promotion to the subject vacancy.

  
**ALBINO DAVE V. JUBILADO**  
Division Manager, AFD  
NCC

**Date of Publication** : JUL 03 2025

**Date of Posting** : JUL 03 2025 - JUL 13 2025