

All interested applicants including persons with disability (PWD), members of indigenous communities, and those from any sexual orientation and gender identities (SOG) are encouraged to apply for the position:

POSITION TITLE : **Administrative Assistant V (Artist Illustrator III) - SG – 11**
Item Number: NWRB-DENRB- ADAS5-6-2004
SALARY : **P 23,877.00**
LOCATION : **POLICY & PROGRAM DIVISION**

Minimum Qualification Requirements:

Education : Completion of two (2) years college studies in Fine Arts, Architecture or other related courses or completion of a relevant vocational course.
Experience : Two (2) years of experience involving original creation in depicting ideas by the use of different media in painting.
Training : 8 hours of relevant training
Eligibility : Relevant MC 10 s. 2013 (Category II)
Career Service Sub-Professional (First Level Eligibility)

Duties & Responsibilities:

- Prepares various technical lay-outs such as: Hydrologic station lay-out, network design, groundwater observation network layout and other special map layout for planning purposes.
- Prepares sketches, graphs, illustrations, publication layout and selected drawings and submit same for review and approval by the technical staff in-charge of the project.
- Initiates under the direction of a technical staff, the formulation of a more difficult illustration works posters regarding information on water rights, water conservation and protection, research and training programs, water supply etc.
- Prepares detailed engineering drawings on water related projects that maybe assigned from time to time.
- Performs such other related work from time to time as directed by the immediate supervisor.

Assessment Process:

5. Initial Assessment Steps
 - e. Personnel & Records Section Pre –screening
 - f. Personnel Selection Board (PSB) screening (Paper Evaluation)
6. Further Assessment Steps
 - i. Interview
 - j. Other work-related written examinations

Documentary Requirements:

*All interested qualified applicants shall submit the following to the Personnel & Records Section, 8th Floor NIA Bldg. EDSA, Q.C., or email to: personnel@nwr.gov.ph

- k. Letter of application,
- l. Updated Personal Data Sheet,
- m. Individual Performance Commitment and Review (IPCR) (for Promotional Appointment),
- n. Photocopy of Eligibility, and
- o. Photocopies of Certificate of Trainings/Seminars attended.

*Applicant who fail to submit complete documentary requirements as prescribed shall not be included in the evaluation.

Other Relevant Information:

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

Dr. SEVILLO D. DAVID Jr., CESO III
Executive Director

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