

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 TITLE : PLANNING OFFICER IV (SG-22)
Item Number: NWRB-DENRB- **PLO4-21-2004**

LOCATION : POLICY & PROGRAM DIVISION

Minimum Qualification Requirements:

Education : Bachelor's degree relevant to the job
Experience : 3 years of relevant experience
Training : 16 hours of relevant training
Eligibility : Career Service Professional (Second Level Eligibility)

Duties & Responsibilities:

- Assists the Chief of Division in the review and evaluation of water resources plans and programs covering all sector and types of water resources projects;
- Directs, plans and supervises the activities of Program Evaluation and Coordination Section as follows;
 - a. Development base line information and statistics related to water resources development as vital inputs to program evaluation and coordination;
 - b. Highlights the policy issues involved in the plans and projects of various agencies which affect other development sectors;
 - c. Evaluates the effectiveness priority and current need for investment on water resources development projects;
- Advises and assists in determining the environmental impacts of proposed developments the risk entailed and the commulative effects of tolerable amounts of certain kinds of environmental damages;
- Formulates and/or refines guidelines in the project cost allocation and prioritization;
- Coordinates with other units of Division.

Assessment Process:

1. Initial Assessment Steps
 - a. Personnel & Records Section Pre –screening
 - b. Human Resources Merit Promotion and Selection Board (HRMPSB) screening (Paper Evaluation)
2. Further Assessment Steps
 - a. Interview
 - b. 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@nwrp.gov.ph

- a. Letter of application,
- b. Updated Personal Data Sheet,
- c. Individual Performance Commitment and Review (IPCR) (for Promotional Appointment),
- d. Photocopy of Eligibility, and
- e. Photocopies of Certificate of Trainings/Seminars attended, TOR, Diploma, etc.

*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 HRMPSB 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

Date of Publication: JuLY 28, 2021
Date of Posting: July 28 - Augst 11, 2021