

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 : Special Investigator III SG-18
Item Number: NWRB-DENRB- **SPI3 – 51-2004**
SALARY 43,681.00
LOCATION : WATER RIGHTS DIVISION

Minimum Qualification Requirements:

Education : Bachelor’s degree relevant to the job.
Experience : 2 years of relevant experience
Training : 8 hours of relevant training
Eligibility : Career Service Professional (Second Level Eligibility)

Duties & Responsibilities:

- Supervises the evaluation of reports and recommendation of water rights investigators and field deputies;
- Investigates complicated water rights cases;
- Recommends decisions and courses of action to the Executive Director based on his analysis and review of the facts presented;
- Makes written reports of findings to the Chief Water Rights Investigator;
- Receives application for permission to use public waters for private use or purposes;
- Supervises the inspection of public waters and surroundings of properties;
- Receives the request for investigations of controversies between landowners arising of the use of cubic waters;

Performs other related work which may be assigned by the immediate supervisor.

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
 - c. Interview
 - d. 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.

*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 HRMPSB as qualified for appointment/promotion to the subject vacancy.

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

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