



LIST OF VACANT POSITION as of MARCH 2021 (JOB ORDER)

NAMRIA-RSP-Form03 Rev02

Map your future with us!

The NATIONAL MAPPING and RESOURCE INFORMATION AUTHORITY (NAMRIA) an attached government agency of the Department of Environment and Natural Resources (DENR) is mandated to act as the "Central Mapping and Resource Information Agency of the government. Our vision is to be the center of excellence, building a geospatially-empowered Philippines.

APPLICATION GENERAL GUIDELINES

1. All **qualified applicants** are invited to email at hmsrecruitment@namria.gov.ph the **original scanned copies** of the following application documents (per position applied for).

a. For Applications sent through email, the subject should be read as: "**Position applied indicate the Division/Branch and Full Name of Applicant**" (e.g. **Data Processor III Cartography Division/Mapping and Geodesy Branch Maria Natividad**).

b. **Application letter**, indicating the vacant position being applied for and addressed to:

Usec. PETER N. TIANGCO, PhD, CESO I
Administrator, NAMRIA

c. Properly accomplished **Personal Data Sheet** (CS Form 212 Revised 2017); NAMRIA employees are required to update their Electronic PDS (EPDS) account

d. **Work Experience Sheet** (CSC Form No. 212) (csc.gov.ph)

e. Two (2) recent **Individual Performance Commitment and Review (IPCR)** Form (for government employees); and

f. Other **Application Documents**:

e.1 Certificates of Trainings Attended;

e.2 Certificate/s of Previous Employment;

e.3 Civil Service Commission-Authenticated Career Service Eligibility (as needed);

e.4 Valid Professional Regulation Commission (PRC) License (as needed); and

e.5 College Diploma and Transcript of Records (TOR).

2. The **original and photocopy** of the scanned documents shall be presented for HR authentication upon request of the HR Officer.

2.a. The photocopy of documents shall be placed in a **long brown envelope with the Application Checklist (See posting attachment)**

3. External applicants shall download and accomplish the **Applicant's Qualification form** (<http://www.namria.gov.ph/downloads/hr/applicantqualificationform.xlsx>) and email it along with the required documents to hmsrecruitment@namria.gov.ph with **APPLICATION FOR (POSITION- DIVISION)** as email subject.

4. Only applications submitted on time and with **COMPLETE DOCUMENTARY REQUIREMENTS** shall be **considered**.

5. The Scanned documentary requirements submitted shall only be used for the position applied for. A maximum of three (3) positions can be applied by the **applicants**.

6. The submitted application documents (hard and electronic copies) shall be **retained** for a period of **one (1) year**; afterwards, they shall be disposed of in accordance with applicable laws and office regulations.

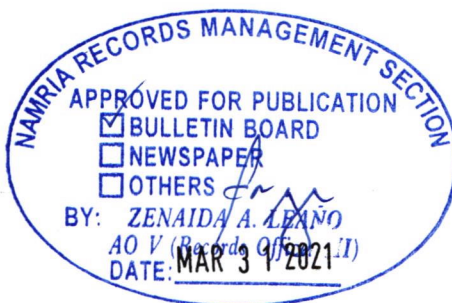
8. **DEADLINE OF APPLICATION:** APR 13 2021

For queries, applicants may contact HRMS at 88105458


ATTY. JESSIE M. RACIMO
OIC Chief, Administrative Division


Usec. PETER N. TIANGCO, PhD, CESO I
Administrator

LOVP 2021-003 JO (SSB)





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**LIST OF VACANT POSITION as of MARCH 2021 (JOB ORDER)
SUPPORT SERVICES BRANCH (SSB) - (1) Vacant Position/s**

| No. | POSITION | Unique Item No. | Salary Grade | Basic Salary per Month | Relevant Education | Relevant Experience | Relevant Training | Eligibility | Place of Assignment |
|-----|---------------------------------------|---|--------------|------------------------|---|--------------------------------------|--------------------------------------|---------------------------------|---|
| 1 | One (1) Data Processor III | Not/Applicable | | PHP 13,890.00 | Completion of two (2) years studies in college relevant to the function | Two (2) years of relevant experience | Eight (8) hours of relevant training | CS Sub-Professional as required | Admin Division - Office of the OIC-Admin, Support Services Branch |
| | Additional Competency required | Graduate of any four (4) year course, preferably Business Administration or related courses | | | | | | | |
| | Job Description: | 1. Assists in carrying out administrative support and general service functions of the division; 2. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities. | | | | | | | |

***** NOTHING FOLLOWS *****