

LIST OF VACANT POSITIONS as of JULY 2020

NAMRIA-RSP-Form01 Rev01

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. By 2020, 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 hrmsrecruitment@namria.gov.ph the original scanned copies of the following application documents (per position applied for).
 - a. Application letter, indicating the vacant position being applied for and its corresponding item number addressed to:

Usec. PETER N. TIANGCO, PhD Administrator, NAMRIA

- b. Properly accomplished Personal Data Sheet (CS Form 212 Revised 2017); NAMRIA employees are required to update their Electronic PDS (EPDS) account
- c. Work Experience Sheet (CSC Form No. 212) (csc.gov.ph)
- d. Two (2) recent Individual Performance Commitment and Review (IPCR) Form (for government employees); and
- e. Other Application Documents:

e.1) Certificates of Trainings Attended;

e.3) Civil Service Commission-Authenticated e.5) College Diploma and Transcript of Records (TOR).

Career Service Eligibility (as needed);

e.2) Certificate/s of Previous Employment;

e.4) Valid Professional Regulation

Commission (PRC) License (as needed); and

- 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 hrmsrecruitment@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:

JUL 2 8 2020

CONCEPCION A. BRINGAS Chief, Administrative Division

For queries, applicants may contact HRMS at 88105458 AGEMEN

APPROVED FOR PUBLICATION BULLETIN BOARD

■ NEWSPAPER

OTHERS ZENAIDA A. LEANO

AO V (Records Officer)

LOVP-2020-005 (MGB)

Usec. PETER N. TIANGCO, PhD

Administrator



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By 2020, our vision is to be the center of excellence, building a geospatially-empowered Philippines.

LIST OF VACANT POSITIONS as of JULY 2020 MAPPING AND GEODESY BRANCH - (17) Vacant Position/s

| | | MAP | PING A | MD GEC | DEST DK | ANCH - (17 |) Vacant P | osition/s | | | | |
|-----|---|--|---|---------------------------|---|---|------------------------|----------------------|--|----------------------------|--|--|
| No. | POSITION | Unique Item No. | Salary Grade | Basic Salary per Month | Requirement | Education | Relevant Experience | Relevant Training | Eligibility | Place of Assignment | | |
| | Two (2) Engineer I | NAMRIAB- ENG1-3- 1998 / NAMRIAB- ENG1-4- 1988 | SG 12 | PHP 24,495.00 | CSC Minimum Requirement | Bachelor's Degree in Engineering relevant to the job | None required | None required | RA 1080 | Photogrammetry Division | | |
| | Technical Competencies for assessment | Has the ability to perform / execute the following technical competencies: 1.) Photogrammetric Mapping Possesses basic technical competencies on: 1.) Geodetic Survey 2.) Cartographic Enhancement 3.) Reprography and Printing | | | | | | | | | | |
| 1 | Job Description: | 1. Performs stereo compilation plotting of digital and conventional line maps. 2. Executes aerial triangulation measurements. 3. Undertakes the production of orthophoto/image maps, geoferenced sattelite images, differentially and conventionally rectified photo mosaics and managing of necessary computer programs. Performs stereo compilation on digital workstations in the production of line maps. 4. Calibrates and maintains photogrammtric instrument assigned. 5. Performs photo-indexing and assists in the evaluation and verification of the quality of aerospace imagines acquired, transferring if photo control and tie points from photo to diapositive film, mosaicking of photographs ang georeferencing and classification of satellite imagery. 6. Collects, integrates, and prepares manuscripts and other data needed for large scale topograpic and image mapping project. 7. Assists in the evaluation and verification of the quality of aerial photography and satellite images, maintenance and calibration of photogrammetric instruments and production of photo/image mosaics. 8. Assits in the measurements and recording of digital terrain data model. 9. Perform other related tasks as may be deemed nessesary to carry out the above mentioned activities. | | | | | | | | | | |
| | One (1) Administrative Aide VI (Clerk III) | NAMRIAB- ADA6-17- 2004 | SG 06 | PHP 15,524.00 | CSC Minimum Requirement | Completion of two (2) years studies in college | None required | None required | CS Sub- Professional First Level Eligibility | Photogrammetry Division | | |
| | Technical Competencies for | Has the ability to perform / execute the following technical competencies on Clerical / Secretarial / Executive Assistance Skills | | | | | | | | | | |
| 2 | Job Description: | Drafts routi Assists in m Reviews, ve Encodes co Assists in tt Implements correspondence Researches | 1. Coordinates with different units/offices and agencies programs and activities for specific end-users and purposes. 2. Drafts routine business correspondence for review of superior. 3. Assists in meetings and prepares minutes of the meeting. 4. Reviews, verifies and maintains information into databases. 5. Encodes correspondence, reports and other documents. 6. Assists in the maintenance of attribute database. 7. Implements record management processes by filling documents and map manuscripts in the division, and taking charge of the maintenance and indexing of correspondence records and other documents. 8. Researches the details in resolving the issues, analyzes findings, prioritizes and categorizes alternatives. 9. Perform other related tasks as may be deemed necessary to carry out the above mentioned activities. | | | | | | | | | |
| 3 | One (1) Cartographer I | NAMRIAB- CGR1-8- 1998 | SG 06 | PHP 15,524.00 | CSC Minimum Requirement | Completion of two (2) years college studies or highschool graduate with relevant vocational/trade course | None required | None required | CS Sub- Professional First Level Eligibility/ Cartographe r (MC 10 s.2013) | Photogram-metry | | |
| | Technical Competencies for assessment | | | | L owing technical cor) Reprography and | | grammetric Mapping a | and 2.) Cartographic | Enhancement | Possesses basic technica | | |
| | Job Description: | 1. Assists in the cartographic enhancement on digital topographic files for mass production of maps. 2. Assists in the field gathering of secondary information. 3. Assists in the plotting, digitization, encoding and verification of field gathered survey data to the digital topographic data files. 4. Maintains and physically arrange map files in the Section/Division. 5. Perform other related tasks as may be deemed necessary to carry out the above mentioned activities. | | | | | | | | | | |

| No. | POSITION | Unique Item No. | Salary Grade | Basic Salary per Month | Requirement | Education | Relevant Experience | Relevant Training | Eligibility | Place of Assignment | | | |
|-----|--|---|---|--|--|--|-------------------------------------|--------------------------------------|--|------------------------|--|--|--|
| | One (1) Engineer III | NAMRIAB- ENG3-6- 1998 | SG 19 | PHP 46,791.00 | CSC Minimum Requirement | Bachelor's Degree in Engineering relevant to the job | relevant experience | Eight (8) hours of relevant training | RA 1080 | Cartography Division | | | |
| 4 | Technical Competencies for assessment | | | | rtographic Enhance : 1.) Geodetic Surve | ement ey 2.) Photogramme | etric Mapping 3.) Re | prography and Printii | ng | | | | |
| | Job Description: | 1. Updates map design in accordance to international standards for topographic and thematic map. 2. Guides and instructs lower level cartographer in the compilation and design of topographic and thematic maps. 3. Reviews and enhances maps before submission on higher supervisors. 4. Devises new work procedures and method for application in the unit. 5. Provides suitable technical training program for the advancement of staffs. 6. Perform other task as deemed nessessary by the division chief / immediate supervisor | | | | | | | | | | | |
| | One (1) Engineer II | NAMRIA- ENG2-18- 1998 | SG 16 | PHP 35,106.00 | CSC Minimum Requirement | Bachelor's Degree in Engineering relevant to the job | relevant experience | Four (4) hours of relevant training | RA 1080 | Cartography Division | | | |
| 5 | Technical Competencies for assessment | Has the ability to perform / execute the following technical competencies : 1.) Cartographic Enhancement Possesses basic technical competencies on: 1.) Geodetic Survey 2.) Reprography and Printing | | | | | | | | | | | |
| | Job Description: | Designs cartographic symbols of geographic features for application on topographic and thematic maps. Performs cartographic enhancement of digital maps for publication. Reviews individual work for validity and accuracy of the technical details involved. Has knowledge in advanced operation of Computer Aided Design (CAD) and cartographic software. Perform other related tasks as may be deemed nessesary to carry out the above mentioned activities. | | | | | | | | | | | |
| 6 | Two (2) Cartographer II | NAMRIAB- CGR2-24- 1998/ NAMRIAB- CGR2-25- 1998 | SG 08 | PHP 17,505.00 | CSC Minimum Requirement | Completion of two (2) years studies in college or highschool graduate with relevant vocational/trade course | One (1) year of relevant experience | Four (4) hours of relevant training | CS Sub- Professional First Level Eligibility/ Cartographe r (MC 10 s.2013) | Cartography Division | | | |
| | Technical Competencies for assessment | Has the ability to perform / execute the following technical competencies: 1.) Cartographic Enhancement 2.) Photogrammetric Mapping Possesses basic technical competencies on: 1.) Geodetic Survey 2.) Reprography and Printing | | | | | | | | | | | |
| | Job Description: | Designs cartographic symbols of geographic features for application on topographic and thematic maps. Performs cartographic enhancement of digital maps for publication. Reviews individual work for validity and accuracy of the technical details involved. Has knowledge in the advance operation of Computer Aided Design (CAD) and cartographic software. Perform other related tasks as may be deemed necessary to carry out the above mentioned activities. | | | | | | | | | | | |
| 7 | One (1) Cartographer I | NAMRIAB- CGR1-16- 1998 | SG 06 | PHP 15,524.00 | CSC Minimum Requirement | Completion of two (2) years studies in college or highschool graduate with relevant vocational/trade course | None required | None required | CS Sub- Professional First Level Eligibility/ Cartographe r (MC 10 s.2013) | Cartography Division | | | |
| | Technical Competencies for assessment | | | | owing technical cor rvey 2.) Reprogra | I npetencies: 1.) Carto aphy and Printing | graphic Enhancement | 2.) Photog | I rammetric Mappii | ng and Possesses basic | | | |
| | Job Description: | Has knowle Has basic kn Has basic kn Assists in th | dge in map re lowledge in the nowledge in Co le conduct of t | ading. e conversion of omputer Aided field survey wor | ks, such as identific | | | | | | | | |

| No. | POSITION | Unique Item No. | Salary Grade | Basic Salary per Month | Requirement | Education | Relevant Experience | Relevant Training | Eligibility | Place of Assignment | | | |
|--|--|--|-----------------|------------------------------|--|---|--|---|---|--------------------------------------|--|--|--|
| 8 | Three (3) Photographer III | NAMRIAB- PHOTO3-5- 1998 / NAMRIAB- PHOTO3-6- 1998 / NAMRIAB- PHOTO3-7- 1998 | SG 10 | PHP 20,219.00 | CSC Minimum Requirement | Highschool Graduate or Completion of relevant vocational/ trade course | Two (2) years of relevant experience | Eight (8) hours of relevant of training | Photogra-pher (MC 10 s. 2013) | Reprography and Printing Division | | | |
| | Technical Competencies for assessment | | | | owing technical con 1.) Cartographic Er | npetencies: 1.) Repro nhancement | graphy and Printing | | L i | | | | |
| | Job Description: | 1. Operates reproduction equipment. 2. Performs digital /conventional reprographic operations. 3. Performs maintenance of laboratory and other equipment. 4. Applies registration system on topographic and administrative map layout. 5. Prepares plotters proof for final validation and approval purposes. 6. Checks samples of reproduced printed plates for approval of superior. 7. Perform other related tasks as may be deemed necessary to carry out the above mentioned activities | | | | | | | | | | | |
| | Two (2) Printing Machine Operator II | NAMRIAB- PMACO2-3- 1998 / NAMRIAB- PMACO2-5- 1998 | SG 6 | PHP 15,524.00 | CSC Minimum Requirement | Highschool Graduate | None required | None required | Printing Machine Operator (MC 10 s. 2013) | Reprography and Printing Division | | | |
| 9 | Technical Competencies for assessment | Has the ability to perform / execute the following technical competencies: 1.) Reprography and Printing Possesses basic technical competencies on: 1.) Cartographic Enhancement | | | | | | | | | | | |
| | Job Description: | Assists in the analogue/conventional reprographic operation. Performs basic computer operations. Assists in map printing of maps Perform other related tasks as may be deemed necessary to carry out the above mentioned activities | | | | | | | | | | | |
| | One (1) Geophysicist II | NAMRIAB- GEOP2-1- 1998 | SG 15 | PHP 32,053.00 | CSC Minimum Requirement | Bachelor's Degree relevant to the Job | One (1) year of relevant experience | Four (4) hours of relevant training | CS Professional Second Level Eligibility | Geodesy Division | | | |
| 10 | Technical Competencies for assessment | Has the ability to perform / execute intermediate level of technical competencies: 1.)Geodetic Survey Possesses basic technical competencies on: 1.)Photogrammetric Mapping 2.) Cartographic Enhancement 3.) Reprography and Printing | | | | | | | | | | | |
| 1. Processes and adjusts GNSS, Leveling and Gravity Data. 2. Operates and maintains GNSS, Leveling & Gravimeter Instrument. 3. Has knowledge in aerial and satellite imagery interpretation. 4. Has basic knowledge in Computer Aided Design (CAD) software operation. 5. Has basic knowledge in map reading and database management. 6. Perform other related tasks as may be deemed necessary to carry out the above mentioned activities. | | | | | | | | | | | | | |
| | One (1) Engineering Assistant | NAMRIAB- ENGAS-8- 2014 | SG 08 | PHP 17,505.00 | CSC Minimum Requirement | Completion of two (2) years studies in college | One (1) year of relevant experience | Four (4) hours of relevant training | CS Sub- Professional First Level Eligibility | Geodesy Division | | | |
| 11 | Technical Competencies for assessment | | | | owing technical con 1.) Photogrammet | npetencies: 1.)Geoder ric Mapping 2.) Car | I tic Survey tographic Enhancement | t 3.) Reprography | and Printing | | | | |
| | Job Description: | 1. Has basic knowledge in the conduct of Global Navigation Satellite System (GNSS), Levelling ang Gravity Survey. 2. Has basic knowledge in surveying and mapping. 3. Has basic knowledge in map reading. 4. Has basic knowledge in computer operation 5. Perform other related tasks as may be deemed necessary to carry out the above mentioned activities. | | | | | | | | | | | |

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| No. | POSITION | Unique Item No. | Salary Grade | Basic Salary per Month | Requirement | Education | Relevant Experience | Relevant Training | Eligibility | Place of Assignment | | | |
|-----|---------------------------------------|---|-----------------|------------------------------|----------------------------|---|------------------------|----------------------|--|---------------------|--|--|--|
| | One(1) Surveyman | NAMRIAB- SURVM-08- 2014 | SG 06 | PHP 15,524.00 | CSC Minimum Requirement | High School graduate or Completion of relevant vocational/trade course | None required | None required | None Required (Category III MC 10 s. 2013) | Geodesy Division | | | |
| 12 | Technical Competencies for assessment | Has the ability to perform / execute the following technical competencies on Geodetic Survey Possesses basic technical competencies on: 1.) Photogrammetric Mapping 2.) Cartographic Enhancement 3.) Reprography and Printing | | | | | | | | | | | |
| | Job Description: | 1. Has basic knowledge in the conduct of Global Navigation Satellite System (GNSS), Leveling and Gravity Survey. 2. Has basic knowledge in surveying and mapping. 3. Has knowledge in basic map reading. 4. Has basic knowledge in computer operation. 5. Perform other related tasks as may be deemed necessary to carry out the above mentioned activities. | | | | | | | | | | | |

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