



## 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 [hmsrecruitment@namria.gov.ph](mailto:hmsrecruitment@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](http://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  
Career Service Eligibility (as needed);

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

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 [hmsrecruitment@namria.gov.ph](mailto: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**.

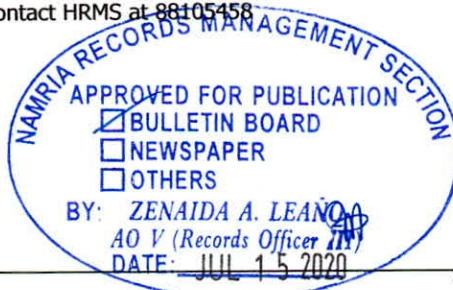
5. The Scanned documentary requirements submitted shall only be used for the position applied for. A maximum of three (3) positions can be applied by the **applicants**.

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:** JUL 28 2020

For queries, applicants may contact HRMS at 88105458

  
**CONCEPCION A. BRINGAS**  
Chief, Administrative Division



  
**Usec. PETER N. TIANGCO, PhD**  
Administrator

LOVP-2020-005 (MGB)

[illegible]



[illegible]

| No. | POSITION                                    | Unique Item No.  | Salary Grade | Basic Salary per Month | Requirement             | Education  | Relevant Experience                  | Relevant Training                    | Eligibility                                 | Place of Assignment               |
|-----|---|--|--------------|------------------------|-------------------------|--|--------------------------------------|--------------------------------------|---|-----------------------------------|
| 8   | <b>Three (3) Photographer III</b>           | 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 training | Photogra-pher (MC 10 s. 2013)               | Reprography and Printing Division |
|     | 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:                            | 1. Operates reproduction equipment.<br>2. Performs digital /conventional reprographic operations.<br>3. Performs maintenance of laboratory and other equipment.<br>4. Applies registration system on topographic and administrative map layout.<br>5. Prepares plotters proof for final validation and approval purposes.<br>6. Checks samples of reproduced printed plates for approval of superior.<br>7. Perform other related tasks as may be deemed necessary to carry out the above mentioned activities |              |                        |                         |  |                                      |                                      |   |                                   |
| 9   | <b>Two (2) Printing Machine Operator II</b> | 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 |
|     | 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:                            | 1. Assists in the analogue/conventional reprographic operation.<br>2. Performs basic computer operations.<br>3. Assists in map printing of maps<br>4. Perform other related tasks as may be deemed necessary to carry out the above mentioned activities   |              |                        |                         |  |                                      |                                      |   |                                   |
| 10  | <b>One (1) Geophysicist II</b>              | 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                  |
|     | 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  |              |                        |                         |  |                                      |                                      |   |                                   |
|     | Job Description:                            | 1. Processes and adjusts GNSS, Leveling and Gravity Data.<br>2. Operates and maintains GNSS, Leveling & Gravimeter Instrument.<br>3. Has knowledge in aerial and satellite imagery interpretation.<br>4. Has basic knowledge in Computer Aided Design (CAD) software operation.<br>5. Has basic knowledge in map reading and database management.<br>6. Perform other related tasks as may be deemed necessary to carry out the above mentioned activities.  |              |                        |                         |  |                                      |                                      |   |                                   |
| 11  | <b>One (1) Engineering Assistant</b>        | 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                  |
|     | Technical Competencies for assessment       | Has the ability to perform / execute the following technical competencies: 1.)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), Levelling ang Gravity Survey.<br>2. Has basic knowledge in surveying and mapping.<br>3. Has basic knowledge in map reading.<br>4. Has basic knowlegde in computer operation<br>5. Perform other related tasks as may be deemed necessary to carry out the above mentioned activities.  |              |                        |                         |  |                                      |                                      |   |                                   |



[illegible]