



LIST OF VACANT POSITIONS as of FEBRUARY 2025

NAMRIA-RSP-Form03 Ver3 Rev02

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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 **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, CESO I
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 Attachment - Work Experience Sheet) (csc.gov.ph)

d. Two (2) recent **Individual Performance Commitment and Review (IPCR)** Form or its equivalent (for government employees); and

e. Other **Application Documents**:

e.1) Certificates of Trainings Attended;

e.3) Authenticated Certificate of Eligibility issued by the CSC or CESB (as needed);

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

e.6) Service Record (for government employees); and

e.2) Certificate/s of Previous Employment;

e.4) Valid Professional License issued by PRC/SC/MARINA/ authorized regulatory agencies (as needed);

e.7) Certificate of Award/ Recognition conferred by NAMRIA and other recognized and prestigious awarding bodies.

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, in excel format, along with the required documents.

4. The email subject or title shall follow this format: **APPLICATION FOR <POSITION TITLE>_<ITEM NUMBER>_<Division/Branch><Full Name of Applicant>** (e.g. APPLICATION FOR ADMINISTRATIVE OFFICER II_NAMRIAB-ADOF2-17-2005_AD/SSB Maria Natividad)

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

6. 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.

7. The submitted application documents (hard and electronic copies) shall be solely used for recruitment purposes and 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: MAR 10 2025

For queries, applicants may contact HRMS at 88105458

Equal opportunity: As the NAMRIA practices the Equal Employment Opportunity Principle (EEOP), qualified and interested persons with disabilities (PWD), members of indigenous communities and of any sexual orientation and gender identity are highly encouraged to apply.



ATTY. JESSIE M. RACIMO
Chief, Administrative Division

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



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**LIST OF VACANT POSITIONS as of FEBRUARY 2025
ADMINISTRATOR'S OFFICE/SUPPORT SERVICES BRANCH (SSB) - (2) Vacant Position/s**

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
1	One (1) Administrative Assistant III (Secretary II)	NAMRIAB-ADAS3-2-2004	SG 09	PHP 23,226.00	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	Administrator's Office
	Additional points will be given beyond the minimum requirement									
	Technical Competencies required	Has the ability to perform/execute technical competency on: 1) Clerical/Secretarial/Executive Assistance Skills, and 2) Records Management								
	Job Description:	<ol style="list-style-type: none"> 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. Researches the details in resolving issues, analyzes findings, prioritizes and categorizes alternatives. 6. Discusses other concerns with superior. 7. Implements record management processes for the executive/office. 8. Applies Records Management Process in accordance with RA 9470, 5S and ISO standards 9. Takes into consideration the flow of work and places materials/equipment based on frequency of use of records. 10. Maintains record of compliance of each service/division to the Record Plan for retention/Disposal of records. 11. Maintains an electronic file of records/documents received. 12. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities. 								
2	One (1) Planning Officer IV	NAMRIAB-PL04-15-2014	SG 22	PHP 78,162.00	CSC Minimum Requirement	Bachelor's degree relevant to the job	Three (3) years of relevant experience	Sixteen (16) hours of relevant training	CS Professional Second Level Eligibility	Policy and Planning Division (PPD)
	Additional points will be given beyond the minimum requirement									
	Technical Competencies required	Has the ability to perform/execute technical competency on (1) Planning and Programming, (2) Monitoring and Evaluation, (3) Policy Development and Implementation, and (4) Performance Management								
	Job Description:	<ol style="list-style-type: none"> 1. Reviews and edits draft planning guidelines 2. Uses planning tools in identifying and prioritizing PAPs 3. Reviews and edits the budget proposals, justifications, and presentations 4. Reviews and edits the consolidated WFP 5. Reviews, analyzes, and updates the agency's strategic plans consistent with the procedures and standards defined in the NAMRIA Strategic Planning Manual and other relevant guidelines from oversight agencies 6. Reviews KPIs and project proposals 7. Formulates quality plans 8. Identifies project risks and provides recommendations 9. Defines and implements agency performance measures 10. Reviews and edits reports on the implementation of the agency programs and projects vis-à-vis financial reports of operations 11. Assesses project implementation based on accomplishment reports, field inspections, and discussions with the implementing unit 12. Investigates the cause of gaps or discrepancies against programmed results/schedules and recommends actions to narrow the gaps 13. Reviews the agency performance reports and the accomplishment reports of operating units and makes recommendations for effective PAP implementation 14. Formulates priority policies in accordance with the agency's mandate and core functions 15. Prepares policy analysis and reports of new policy proposals and issuances 16. Reviews and edits policy reports 17. Evaluates and interprets policy directives and formulates recommendations for implementation and compliance 18. Reviews and edits M&E report of policy implementation 19. Prepares complete staff work (CSW) of policy proposals 20. Conducts information awareness on the agency's SPMS 21. Assesses the level of performance of offices/employees (DU/Individual Performance Ratings) and prepares organization-wide reports 24. Consolidates, evaluates, and analyzes issues/concerns of offices/employees with respect to targets and accomplishments 25. Conducts performance related studies (e.g., profile of top and performers) 26. Conducts survey, FGD, research, policy studies, and benchmarking studies on PM 27. Develops policies or enhances procedures on performance management 								
*** NOTHING FOLLOWS ***										



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**LIST OF VACANT POSITIONS as of FEBRUARY 2025
GEOSPATIAL INFORMATION SYSTEMS MANAGEMENT BRANCH (GISMB) - (2) Vacant Position/s**

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
1	One (1) Administrative Aide VI (Clerk III)	NAMRIAB-ADA6-12-2014	SG 06	PHP 18,957.00	CSC Minimum Requirement	Completion of two (2) years studies in college	None Required	None Required	CS Sub-Professional First Level Eligibility	Geospatial Database Management Division (GDMD)
	<i>Additional points will be given beyond the minimum requirement</i>									
	Technical Competencies required	Has the ability to perform/execute technical competency on: 1) Clerical/Secretarial/Executive Assistance Skills and possesses basic technical competency on: 1) Database Build-up and Integration								
	Job Description:	<ol style="list-style-type: none"> Coordinates with different units/offices and agencies programs and activities for specific end-users and purposes. Drafts routine business correspondence for review of superior. Assists in meetings and prepares minutes of the meeting. Implements record management processes for the executive/office Assists in the build-up of spatial and/or operations-support database Performs other related tasks as may be deemed necessary to carry out the above-mentioned activities 								
2	One (1) Information Technology Officer II	NAMRIAB-ITO2-5-1998	SG 22	PHP 78,162.00	CSC Minimum Requirement	Bachelor's degree relevant to the job	Three (3) years of relevant experience	Sixteen (16) hours of relevant training	CS Professional Second Level Eligibility	Geospatial Systems Development Division (GSDD)
	<i>Additional points will be given beyond the minimum requirement</i>									
	Technical Competencies required	Has the ability to perform/execute technical competencies on: 1.) Database Build-up and Integration 2) System Research and Analysis 3) System Design, and 4) Application Development and Maintenance								
	Job Description:	<ol style="list-style-type: none"> Monitors the activities in developing enterprise databases, metadatabases, and data catalogs. Evaluates and approve outputs of database-related activities. Evaluates and implement data management and security standards. Identify areas for improvement in the database integration process. Recommends error handling and logging mechanisms to ensure a robust database integration solution. Monitors the system research and analysis activities. Approves the system research and analysis activities Plans the system research and analysis activities Recommend procedure enhancement Plans the system design activities Monitors the system design activities. Approves all system design activities and outputs. Presents the system design to the application design team. Monitors the implementation of the system design in application development. Plans the application development and maintenance activities. Monitors the application development activities including its implementation and maintenance Evaluate and approve all application development and maintenance activities and outputs. Leads the implementation of information security standards. 								

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



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**LIST OF VACANT POSITIONS as of FEBRUARY 2025
HYDROGRAPHY BRANCH (HB) - (5) Vacant Position/s**

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
1	One (1) Administrative Aide IV (Clerk II)	NAMRIAB-ADA4-14-2014	SG 04	PHP 16,833.00	CSC Minimum Requirement	Completion of two (2) years studies in college	None Required	None Required	CS Sub-Professional First Level Eligibility	Office of the Director
	Additional points will be given beyond the minimum requirement									
	Technical Competencies required	Has the ability to perform/execute technical competency on: 1) Clerical/Secretarial/Executive Assistance Skills								
	Job Description:	<ol style="list-style-type: none"> 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. Implements record management processes for the executive/office. 6. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities. 								
2	Two (2) Cartographer II	NAMRIAB-CGR2-2-1998; NAMRIAB-CGR2-41-1998	SG 08	PHP 21,448.00	CSC Minimum Requirement	Completion of two (2) years studies in college or High School Graduate with relevant vocational/ trade course	One (1) year of relevant experience	Four (4) hours of relevant training	CS Sub-Professional First Level Eligibility/ Cartographer (MC 10 s. 2013)	Maritime Affairs Division (MAD)
	Additional points will be given beyond the minimum requirement									
	Technical Competencies required	Has the ability to perform/execute technical competencies on: 1) Maritime Safety Information (MSI) Management, 2) Maritime Zones and Boundaries (MZB) Mapping, 3) GIS, 4) Basic Programming, 5) Database Build-up and Integration, and 6) Information, Education, and Communication (IEC)								
	Job Description:	<ol style="list-style-type: none"> 1. Assess and analyses hydrospatial documents and/or operational data and communicate with maritime stakeholders to verify data 2. Prepare draft warnings, notices, certification of depths, nautical distances, and other maritime safety-related certifications and technical reports 3. Prepare and organize S-100-compliant data 4. Organize materials for the nautical publication manuscript 5. Conduct coast pilot verification surveys 6. Test/maintain survey equipment 7. Collect data and information on local and international maritime affairs needed for technical assistance for the delineation, validation, and certification of MZB 8. Prepare draft technical reports, presentations, maps, certifications, and other documents for MZB and features (e.g., navigational lanes, municipal waters, and internal waters), and other maritime-related concerns 9. Coordinates inter-agency technical engagements (i.e., public hearing, meetings, maritime dialogues, etc.) 10. Update the databases and information systems of the Division 								
3	One (1) Cartographer I	NAMRIAB-CGR1-11-1998	SG 06	PHP 18,957.00	CSC Minimum Requirement	Completion of two (2) years studies in college or High School Graduate with relevant vocational/ trade course	None Required	None Required	CS Sub-Professional First Level Eligibility/ Cartographer (MC 10 s. 2013)	Maritime Affairs Division (MAD)
	Additional points will be given beyond the minimum requirement									
	Technical Competencies required	Has the ability to perform/execute technical competencies on: 1) Maritime Safety Information (MSI) Management, 2) Maritime Zones and Boundaries (MZB) Mapping, 3) GIS, 4) Database Build-up and Integration, and 5) Information, Education, and Communication (IEC)								
	Job Description:	<ol style="list-style-type: none"> 1. Assess and analyses hydrospatial documents and/or operational data and communicate with maritime stakeholders to verify data 2. Prepare draft warnings, notices, certification of depths, nautical distances, and other maritime safety-related certifications and technical reports 3. Prepare and organize S-100-compliant data 4. Organize materials for the nautical publication manuscript 5. Conduct coast pilot verification surveys 6. Test/maintain survey equipment 7. Collect data and information on local and international maritime affairs needed for technical assistance for the delineation, validation, and certification of MZB 8. Prepare draft technical reports, presentations, maps, certifications, and other documents for MZB and features (e.g., navigational lanes, municipal waters, and internal waters), and other maritime-related concerns 9. Coordinates inter-agency technical engagements (i.e., public hearing, meetings, maritime dialogues, etc.) 10. Update the databases and information systems of the Division 								

	One (1) Cartographer II	NAMRIAB-CGR2-1-1998	SG 08	PHP 21,448.00	CSC Minimum Requirement	Completion of two (2) years studies in college or High School Graduate with relevant vocational/ trade course	One (1) year of relevant experience	Four (4) hours of relevant training	CS Sub-Professional First Level Eligibility/ Cartographer (MC 10 s. 2013)	Nautical Charting Division (NCD)
Additional points will be given beyond the minimum requirement										
4	Technical Competencies required	Has the ability to perform/execute technical competencies on: 1) Nautical Cartography								
	Job Description:	<ol style="list-style-type: none"> 1. Designs chart specifications 2. Compiles the following information into a maritime geodatabase with feature attributes: <ul style="list-style-type: none"> • Bathymetry • Topography • Navigational information • Tidal, etc. 3. Builds chart topology within the maritime database 4. Validates maritime geodatabase using software 5. Performs manual correction on printed charts 								
*** NOTHING FOLLOWS ***										



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**LIST OF VACANT POSITIONS as of FEBRUARY 2025
MAPPING AND GEODESY BRANCH (MGB) - (5) Vacant Position/s**

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment	
1	One (1) Administrative Aide VI (Clerk III)	NAMRIAB-ADA6-10-2004	SG 06	PHP 18,957.00	CSC Minimum Requirement	Completion of two (2) years studies in college	None Required	None Required	CS Sub-Professional First Level Eligibility	Office of the Director	
	<i>Additional points will be given beyond the minimum requirement</i>										
	Technical Competencies required	Has the ability to perform/execute the following technical competency on: 1) Clerical/Secretarial/Executive Assistance Skills									
	Job Description:	<ol style="list-style-type: none"> Coordinates with different units/offices and agencies programs and activities for specific end-users and purposes. Drafts routine business correspondence for review of superior. Assists in meetings and prepares minutes of the meeting. Reviews, verifies and maintains information into databases. Researches the details in resolving issues, analyzes findings, prioritizes and categorizes alternatives. Discusses other concerns with superior. Implements record management processes for the executive/office. Perform other related tasks as may be deemed necessary to carry out the above mentioned activities. 									
2	One (1) Administrative Aide VI (Clerk III)	NAMRIAB-ADA6-17-2004	SG 06	PHP 18,957.00	CSC Minimum Requirement	Completion of two (2) years studies in college	None Required	None Required	CS Sub-Professional First Level Eligibility	Photogrammetry Division (PD)	
	<i>Additional points will be given beyond the minimum requirement</i>										
	Technical Competencies required	Has the ability to perform/execute the following technical competency on: 1) Clerical/Secretarial/Executive Assistance Skills									
	Job Description:	<ol style="list-style-type: none"> Coordinates with different units/offices and agencies programs and activities for specific end-users and purposes. Drafts routine business correspondence for review of superior. Assists in meetings and prepares minutes of the meeting. Reviews, verifies and maintains information into databases. Researches the details in resolving issues, analyzes findings, prioritizes and categorizes alternatives. Discusses other concerns with superior. Implements record management processes for the executive/office. Perform other related tasks as may be deemed necessary to carry out the above mentioned activities. 									
3	One (1) Engineer II	NAMRIAB-ENG2-27-1998	SG 16	PHP 43,560.00	CSC Minimum Requirement	Bachelor's degree in Engineering relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	RA 1080	Geodesy Division (GD)	
	<i>Additional points will be given beyond the minimum requirement</i>										
	Technical Competencies required	Has the ability to perform/execute technical competency on: 1) Geodetic Reference Frame Development and Maintenance, and possesses basic technical competency on topographic mapping									
	Job Description:	<ol style="list-style-type: none"> Familiarity with advanced surveying technologies, such as GNSS; Understands geodetic datums and transformations; Ability to perform quality control of geodetic data; and Familiar with geodetic reference frame standards. Collects and prepares spatial data for mapping purposes; Performs basic map operations using GIS-ready (Geographic Information System) software; Demonstrates basic knowledge and understanding on the geographic information and symbols shown in the map; Converts paper maps to digital format; Assists in creating and updating geographic databases; and Assists in the conduct of field verification, validation, and completion activities. 									

4	One (1) Engineering Assistant	NAMRIAB-ENGAS-5-2014	SG 08	PHP 21,448.00	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 (GD)
	Additional points will be given beyond the minimum requirement									
	Technical Competencies required	Has the ability to perform/execute technical competency on: 1) Topographic Mapping, and possesses basic technical competencies on: 1) Geodetic Reference Frame Development and Maintenance 2) Reprography and Printing								
Job Description:	1. Understanding of basic geodetic concepts and principles. 2. Has knowledge in using surveying equipment. 3. Familiar with basic geodetic data collection. 4. Has basic knowledge in computer operation. 5. Perform other related tasks as may be deemed necessary to carry out the above mentioned activities									
5	One (1) Cartographer III	NAMRIAB-CGR3-10-1998	SG 11	PHP 30,024.00	CSC Minimum Requirement	Completion of two (2) years studies in college or High School Graduate with relevant vocational/ trade course	Two (2) years of relevant experience	Eight (8) hours of relevant training	CS Sub-Professional First Level Eligibility/ Cartographer (MC 10 s. 2013)	Cartography Division (CD)
	Additional points will be given beyond the minimum requirement									
	Technical Competencies required	Has the ability to perform/execute technical competency on: 1) Topographic Mapping, and possesses basic technical competencies on: 1) Geodetic Reference Frame Development and Maintenance 2) Reprography and Printing								
Job Description:	1. Executes image processing for the generation of orthoimages; 2. Operates various mapping software in feature extraction/geospatial databasing/cartographic enhancement to produce topographic and other thematic maps; 3. Conducts field verification, validation, and completion activities. 4. Understanding of basic geodetic concepts and principles. 5. Has knowledge in using surveying equipment. 6. Familiar with basic geodetic data collection. 7. Implement basic preventive maintenance of printing equipment.									
*** NOTHING FOLLOWS ***										



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LIST OF VACANT POSITIONS as of FEBRUARY 2025
RESOURCE DATA ANALYSIS BRANCH (RDAB) - (4) Vacant Position/s

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
1	One (1) Administrative Aide VI (Clerk III)	NAMRIAB-ADA6-14-2014	SG 06	PHP 18,957.00	CSC Minimum Requirement	Completion of two (2) years studies in college	None Required	None Required	CS Sub-Professional First Level Eligibility	Office of the Director
	<i>Additional points will be given beyond the minimum requirement</i>									
	Technical Competencies required	Has the ability to perform/execute technical competency on: 1) Clerical/ Secretarial/ Executive Assistance Skills								
	Job Description:	<ol style="list-style-type: none"> Screens, classifies, prioritizes, and reviews all incoming documents for action/signature of official concerned Assists in meetings and prepares minutes of the meeting. Coordinates with different units/offices and agencies concerning programs and activities for specific end-users and purposes. Discusses other concerns with superior Implements record management processes for the executive/office. Maintains records digital file/document received Performs other related tasks as may be deemed necessary to carry out the abovementioned activities. 								
2	One (1) Remote Sensing Technologist II	NAMRIAB-RST2-45-1998	SG 15	PHP 40,208.00	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	Land Resource Data Analysis Division (LRDAD)
	<i>Additional points will be given beyond the minimum requirement</i>									
	Technical Competencies required	Has the ability to perform/execute the following technical competencies on: 1) Land Classification Surveying and Mapping 2) Remote Sensing Skills 3) Environment and Natural Resource Data Analysis								
	Job Description:	<ol style="list-style-type: none"> Conducts data gathering and prepares preliminary base/thematic maps. Prepares final maps and generates statistics based on field results. Gathers remotely sensed and ENR related data. Conducts pre-processing of remotely-sensed data. Conducts visual and/or digital interpretation of remotely-sensed data. Assists in field validation and accuracy assessment of interpreted remotely sensed data. Prepares thematic maps such as forest/land cover, land use and technical report. Assists in research application or enhancement of remote sensing methodologies applicable to land and coastal resource mapping. Compiles ENR data from a variety of sources (e.g. field observation, satellite imagery). Assists in the implementation and development of basic GIS techniques/ applications. Assists in the development and establishments of ENR data bases for GIS-supported projects. Generates geographic data and statistics for incorporation into documents and reports. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities. 								
3	One (1) Remote Sensing Technologist II	NAMRIAB-RST2-27-1998	SG 15	PHP 40,208.00	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	Land Classification Division (LCD)
	<i>Additional points will be given beyond the minimum requirement</i>									
	Technical Competencies required	Has the ability to perform/execute the following technical competencies on: 1) Land Classification Surveying and Mapping 2) Remote Sensing Skills 3) Environment and Natural Resource Data Analysis								
	Job Description:	<ol style="list-style-type: none"> Conducts data gathering and compiles various thematic information relevant to LC. Prepares preliminary LC map based on established criteria. Conducts field survey and processes results. Plots the technical descriptions of areas related to LC. Prepares map of proposed LC projects. Conducts basic research on new technology related to LC surveying and mapping including legal issues on various LC cases. Operates and maintains GIS system hardware, software and other related equipment. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities. 								

	One (1) Administrative Assistant II (Administrative Assistant)	NAMRIAB-ADAS2-15-2014	SG 08	PHP 21,448.00	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	Land Classification Division (LCD)
Additional points will be given beyond the minimum requirement										
4	Technical Competencies required	Has the ability to perform/execute technical competency on: 1) Clerical/Secretarial/Executive Assistance Skills								
	Job Description:	<ol style="list-style-type: none"> 1..Drafts routine business correspondence for review of superior. 2. Gather data and other information required by the official concerned in relation to his /her duties and assignments. 3. Schedules meeting based on the availability of the employees/supervisors/middle managers 4. Creates, maintains, and enters information into databases, such as DocTrack, SSB Data Builder. 5. Operates office equipment such as computers, scanner, copying and printing machines. 6. Maintains scheduling and events calendar. 7. Answers basic queries of employees/clients through telephone calls and emails (i.e. clarifying, providing feedback). 8. Files records of reports, memos and other communications as per ISO standards and principles of 5S. 9. Reviews, verifies and maintains information into databases. 								
*** NOTHING FOLLOWS ***										