



LIST OF VACANT POSITIONS as of JUNE 2025

NAMRIA-RSP-Form03 Ver3 Rev00

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 **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.2) Certificate/s of Previous Employment;

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

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

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: 20 JUN 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 JUNE 2025
(CONTRACT OF SERVICE)**

SUPPORT SERVICES BRANCH - (2) Vacant Positions

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
1	One (1) Draftsman	Not Applicable	Not Applicable	Php 24,495.00	Completion of two years studies in college relevant to the function	None Required	Ten (10) hours of relevant training	None Required	Facilities Maintenance Section, Engineering Services Division (FMS,ESD)
	Additional Competency required	1. Preferably with relevant knowledge in AutoCAD, SketchUp, V-Ray, Revit, and other drafting softwares.							
	Job Description:	a. Creates technical drawings based on given specifications and calculations; b. Assists in reviewing plans for fire protection and sanitation; c. Prepares bar schedule and other construction notes; and d. Performs other duties as may be assigned by immediate supervisor.							
2	One (1) Data Processor III	Not Applicable	Not Applicable	Php 16,458.00	Completion of two years studies in college relevant to the function	Two (2) years of relevant experience	Eight (8) hours of relevant training	(Preferably) CS Sub Prof	Instrumentation and Communication Section, Engineering Services Division (ICS,ESD)
	Additional Competency required	1. Proficient in Microsoft Word, Excel, and Powerpoint Presentation. 2. Preferably with records management skills.							
	Job Description:	a. Assists in performing preventive and corrective maintenance of mapping, reprography, surveying, computer and communications system as assigned by the superior; b. Assists in undertaking regular operational readiness test and integrity check on the system assigned by the superior; c. Assists in preparing and updating service records and machine performance record of all systems; d. Assists in setting-up, switching and monitoring of auxiliary equipment required by the system; e. Informs supervisor of any malfunction of test equipment and instruments and submits the required report on the status and the preventive and corrective measures applied; f. Maintains and controls the section inventory of spare parts, tools, test equipment and instruments, technical supplies and manuals; and g. Performs other duties as may be assigned from time to time.							

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