LIST OF VACANT POSITIONS as of OCTOBER 2025

NAMRIA-RSP-Form03 Ver3 Rev03

Map your future with us!

The National Mapping and Resource Information Authority (NAMRIA), an attached agency of the Department of Environment and Natural Resources (DENR), is mandated to serve as the government's Central Mapping and Resource Information Agency. Our vision is to become a center of excellence, building a geospatially empowered Philippines.

APPLICATION GENERAL GUIDELINES

1. Interested and qualified applicants are invited to access the link/QR code:

https://tinyurl.com/JOCOSHiring

Applicants must attach the following documents:

a. Application letter addressed to:

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

b. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
c. Electronic copy of Performance rating in the last rating period (if applicable);
d. Electronic copy of proof of eligibility/rating/license (if applicable);
e. Electronic copy of Form 137 / Transcript of Records;
f. Electronic copy of Certificates of training attended (if applicable);
g. Electronic copy of Certificates of previous/current employment (if applicable);
h. Electronic copy of Service Record (for government employees);
i. Electronic copy of Certificate of Award/Recognition conferred by NAMRIA and other recognized and prestigious awarding bodies (if applicable); and
j. External applicants shall download and accomplish the **Applicant's Qualification form** (https://www.namria.gov.ph/downloads/hr/applicantqualificationform.xlsx) and attach it in excel format.

2. The submitted application documents 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.

3. DEADLINE OF APPLICATION: 03 NOV 2025

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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.

The nine (9)-month validity period of publication shall be extended for the same period of suspension of onsite work in times of state of natural and human-induced calamities, disasters, pandemic, and other similar occurrences as declared by proper authorities where there is limited mobility and/or onsite work.

For inquiries, applicants may contact the HRMS through **hrmsrecruitment@namria.gov.ph** or at **(02) 8810-5458 / 0918-925-7034**.

NAMRIA RECORDS MANAGEMENT SECTION
APPROVED FOR PUBLICATION
☑ BULLETIN BOARD
☐ NEWSPAPER
☐ OTHER
BY: Breynnan O. Manigos
Records Management Section
Date: OCT 23 2025

ZENAIDA A. LEAÑO
OIC, Administrative Division

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

LOVP-2025-017 COS (SSB)

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SUPPORT SERVICES BRANCH (SSB) - (3) Vacant Position/s

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
1	**One (1) Project Development Assistant II (PDA II)**	Not Applicable	Not Applicable	Php18,784.00	Bachelor's degree relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	(Preferably) CS Sub Prof	Property and Supply Management Section, Administrative Division (PSMS,AD)
	Additional points will be given beyond the minimum requirement								
	Additional Competency required	**1. Exhibits effective communication skills both written and oral.** **2. Can efficiently leverage MS Office Tools e.g. Word, Excel, and Powerpoint.**							
	Job Description:	1. Sending notices, reports to Commission on Audit; 2. Monitoring and documenting of incoming and outgoing procurement documents, purchase request and purchase orders inside the office; 3. Perform other functions as may be assigned by immediate and higher supervisors.							
2	**One (1) Project Development Assistant I (PDA I)**	Not Applicable	Not Applicable	PHP 17,505.00	Bachelor's degree relevant to the job	None Required	None Required	(Preferably) CS Sub Prof	Property and Supply Management Section, Administrative Division (PSMS,AD)
	Additional points will be given beyond the minimum requirement								
	Additional Competency required	**1. Exhibits effective communication skills both written and oral.** **2. Can efficiently leverage MS Office Tools e.g. Word, Excel, and Powerpoint.**							
	Job Description:	1. Responsible for the preparation of control numbers of approved purchase request for the invitation to the bidding process; 2. Preparation of purchase order, work order and its attachments for approval; 3. Monitoring of incoming and outgoing documents inside the office; 4. Perform other functions as may be assigned by immediate and higher supervisors.							
3	**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	Property and Supply Management Section, Administrative Division (PSMS,AD)
	Additional points will be given beyond the minimum requirement								
	Additional Competency required	**1. Exhibits effective communication skills both written and oral.** **2. Can efficiently leverage MS Office Tools e.g. Word, Excel, and Powerpoint.**							
	Job Description:	1. Receive unserviceable materials, properties and equipments of the agency; 2. Receive and compiles turn ins and waste materials (spare parts); 3. File Inventory Custodian Slip (ICS), property acknowledged receipt and property transfer report; 4. Assist in inventory and disposal; and 5. Perform other functions as may be assigned by immediate and higher supervisors.							

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