



LIST OF VACANT POSITIONS as of FEBRUARY 2021 (JOB ORDER)

NAMRIA-RSP-Form03 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. 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 the **original scanned copies** of the following application documents (per position applied for).

a. For Applications sent through email, the subject should be read as: "**Position applied indicate the Division/Branch and Full Name of Applicant**" (e.g. **Data Processor III Cartography Division/Mapping and Geodesy Branch Maria Natividad**).

b. **Application letter**, indicating the vacant position being applied for and addressed to:

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

c. Properly accomplished **Personal Data Sheet** (CS Form 212 Revised 2017); NAMRIA employees are required to update their Electronic PDS (EPDS) account

d. **Work Experience Sheet** (CSC Form No. 212) (csc.gov.ph)

e. Two (2) recent **Individual Performance Commitment and Review (IPCR)** Form (for government employees); and

f. Other **Application Documents**:

e.1) Certificates of Trainings Attended;

e.2) Certificate/s of Previous Employment;

e.3) Civil Service Commission-Authenticated Career Service Eligibility (as needed);

e.4) Valid Professional Regulation Commission (PRC) License (as needed); and

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

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 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.

7. **DEADLINE OF APPLICATION:** FEB 19 2021

For queries, applicants may contact **HRMS at 88105458**

ATTY. JESSIE M. RACIMO
OIC Chief, Administrative Division

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

LOVP-JO 2021-001 (MGB)





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.

**LIST OF VACANT POSITIONS as of FEBRUARY 2021 (JOB ORDER)
MAPPING AND GEODESY BRANCH (MGB) - (5) Vacant Position/s**

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Relevant Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
1	Two (2) Project Development Officer I	None Required	None Required	PHP 19,940.00	Bachelor's Degree relevant to the job	None Required	None Required	CS Professional/ RA 1080 as required	Cartography Division- Topographic Database Management Section
	Additional Competency required	Preferably Licensed Geodetic or Civil Engineer							
	Job Description:	1. Assists in the secondary data collection; 2. Performs digital conversion and compilation of collected data of the project; 3. Assists in the conduct of field validation/completion activities; 4. Assists in the conduct of research specifically in digitization of maps and imageries; 5. Provides other technical support in the compilation, layout and enhancement of maps; 6. Assists in the evaluation and review of project outputs, and 7. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.							
2	Two (2) Project Development Assistant II	None Required	None Required	PHP 16,051.00	Bachelor's Degree relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	CS Sub-Professional as required	Cartography Division- Topographic Database Management Section
	Additional Competency required	Graduate of any four (4) year course, preferably IT or Engineering related courses							
	Job Description:	1. Assists in the secondary data collection; 2. Assists in digital conversion and compilation of collected data of the project; 3. Assists in the conduct of field validation/completion activities; 4. Assists in the conduct of research specifically in digitization of maps and imageries; 5. Provides other technical support in the compilation, layout and enhancement of maps; 6. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.							
3	One (1) Data Processor III	None Required	None Required	PHP 13,890.00	Completion of two (2) years studies in college relevant to the function	Two (2) years of relevant experience	Eight (8) hours of relevant training	CS Sub-Professional as required	Cartography Division- Topographic Database Management Section
	Additional Competency required	Graduate of any four (4) year course, preferably IT or Engineering related courses							
	Job Description:	1. Assists in the secondary data collection; 2. Assists in digital conversion and compilation of collected data of the project; 3. Assists in the conduct of field validation/completion activities; 4. Assists in the reproduction of maps and images produces in the project; 5. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.							

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