



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 hrmsrecruitment@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

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 hrmsrecruitment@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.

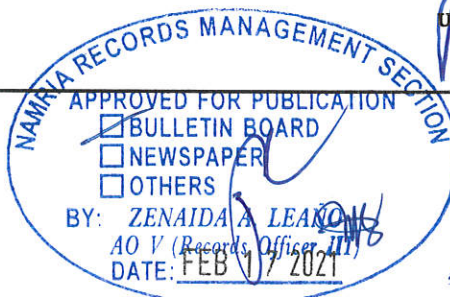
7. **DEADLINE OF APPLICATION:** MAR 01 2021

For queries, applicants may contact HRMS at 88105458


ATTY. JESSIE M. RACIMO
OIC Chief, Administrative Division


Usec. PETER N. TIANGCO, Ph.D., CESO I
Administrator

LOVP-JO 2021-002 (RDAB)





LIST OF VACANT POSITIONS as of FEBRUARY 2021 (JOB ORDER)
RESOURCE DATA ANALYSIS BRANCH (RDAB) - (6) Vacant Position/s

[illegible]

	One (1) Project Development Assistant III	Not Applicable	Not Applicable	PHP 17,255.00	Bachelor's Degree relevant to the job	Two (2) years of relevant experience	Eight (8) hours of relevant training	CS Sub- Professional as required	Physiography and Coastal Resource Division
4	Additional Competency required	1. Preferably Computer Science, IT or Engineering related courses. 2. Computer Literate preferable MS Office. (Excel, Word, & Power Point)							
	Job Description:	1. Assist in digital conversion and compilation of the collected spatial and non-spatial data of the project ; 2. Conduct archiving of digital outputs and project documents; 3. Assist in the secondary data collection; 4. Assist in the reproduction of maps and images produced in the project; 5. Assist in the preparation of project reports and other related documents; and 6. Perform other related tasks as may be deemed necessary to carry out the above mentioned activities.							
	Two (2) Project Development Officer III	Not Applicable	Not Applicable	PHP 23,040.00	Bachelor's Degree relevant to the job	Two (2) years of relevant experience	Eight (8) hours of relevant training	CS Professional/RA 1080 as required	Physiography and Coastal Resource Division
5	Additional Competency required	1. Preferably Marine Biology or other Natural Science related courses, Computer Science, IT or Engineering related courses. 2. Computer Literate preferable MS Office. (Excel, Word, & Power Point)							
	Job Description:	1. Assist in digital conversion and compilation of the collected spatial and non-spatial data of the project ; 2. Conduct archiving of digital outputs and project documents; 3. Assist in the secondary data collection; 4. Assist in the reproduction of maps and images produced in the project; 5. Assist in the preparation of project reports and other related documents; and 6. Perform other related tasks as may be deemed necessary to carry out the above mentioned activities.							
NOTHING FOLLOWS									



APPLICATION CHECKLIST

NAMRIA-RSP-Form04 Rev02

Checklist shall be submitted to HRMS for their verification

- ☐ 1. Application Letter (indicating the position being applied for and its corresponding item number)
 - ☐ 2. PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017); csc.gov.ph
 - ☐ 3. Work Experience Sheet (CSC Form No. 212)* (csc.gov.ph)
 - ☐ 4. Photocopies of two (2) recent Individual Performance Commitment and Review (IPCR) Form (for government employees)
 - 5. Photocopies of the following:
 - ☐ 5.1 College/High school Diploma
 - ☐ 5.2 Transcript of Records (TOR)
 - ☐ 5.3 Valid Professional Regulation Commission (PRC) License*
 - ☐ 5.4 CSC - Authenticated Career Service Eligibility*
 - ☐ 5.5 Certificate/s of Previous Employment*
 - ☐ 5.6 Service Record*
 - ☐ 5.7 Certificates of Trainings Attended*
 - ☐ 5.8 Certificate of Award/ Recognition conferred by recognized and prestigious awarding bodies *
 - ☐ 5.7.1 Applicant's Qualification form (for Outsider)
- * If applicable

HRMS (signature)



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