

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.3) Civil Service Commission-

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

e.2) Certificate/s of Previous

Authenticated Career Service Eligibility (as e.4) Valid Professional Regulation

Employment;

Commission (PRC) License (as needed); and

- 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 0 1 2021

For queries, applicants may contact HRMS at 88105458

ATTY. JESSIE M. RACIMO **OIC Chief, Administrative Division**

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

LOVP-JO 2021-002 (RDAB)

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APPROVED FOR BULLETIN	PUBLICATION
NEWSPAPA	
OTHERS .	
BY: ZENAIDA	LEAKON
DATE: FEB	1)7/2021

ORDS MANAGEME



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

RESOURCE DATA ANALYSIS BRANCH (RDAB) - (6) Vacant Position/s

	RESUL	IKCE DI	AIA ANA	ALASTA BK	ANCH (RD	AB) - (6) vacant	Position/s	
No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
	One (1) Project Development Officer I	Not Applicable	Not Applicable	PHP 19,940.00	Bachelor's Degree relevant to the job	None Required	None Required	CS Professional/RA 1080 as required	Geospatial Integration Division
1	Additional Competency required	Preferably	/ IT, Engine	ering, Forestry	or other related	l science cou	rses.	L	
	Job Description:	 Assists Assists Assists 	in digital co in the datat in the repro	asing and arch duction of map	ompilation of the iving of project of s and images pro	outputs; oduced in the	project;	natial data of the pove mentioned act	© 20 ° 20 ° 20 ° 20 ° 20 ° 20 ° 20 ° 20
	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	Geospatial Integration Division
2	Additional Competency required								
	Job Description:	2. Assists i 3. Assists i 4. Assists i	n digital co n the datab n the secon	nversion and co pasing and arch dary data colle	iving of project o	collected spa outputs;		atial data of the power mentioned act	
	One (1) Project Development Assistant II	Not Applicable	Not Applicable	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	Physiography and Coastal Resoure Division
3	Additional Competency required				or Engineering ro Office. (Excel, W				
	Job Description:	2. Conduct 3. Assist in 4. Assist in 5. Assist in	archiving of o the secondar the reproduc the preparati	digital outputs an y data collection; tion of maps and on of project rep	tion of the collecte d project documer images produced orts and other rela deemed necessary	its; in the project; ted documents	; and		

	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 Resoure Division
4	Additional Competency required				l or Engineering re Office. (Excel, W			L	L
	Job Description:	 Conduct Assist in Assist in Assist in 	archiving of the secondar the reproduc the preparati	digital outputs ar y data collection; tion of maps and on of project rep	ation of the collected and project docume images produced orts and other related deemed necessary	nts; in the project; ited documents	s; and		
	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 Resoure Division
5	Additional Competency required 1. Preferably Marine Biology or other Natural Science related courses, Computer Science, IT or related courses. 2. Computer Literate preferable MS Office. (Excel, Word, & Power Point)				r Science, IT or E	ngineering			
		2. Conduct and 3. Assist in a 4. Assist in a 5. Assist in a	archiving of o the secondar the reproduc the preparati	digital outputs an y data collection; tion of maps and on of project rep	tion of the collected project documer images produced orts and other reladeemed necessary	nts; in the project; ited documents	s; and		
	NOTHING FOLLOWS								

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APPLICATION CHECKLIST

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	ATTECATION CHECKLIST		AFFLICATION CHECKLIST			
* 1987 *	NAMRIA-RSP-Form04 Rev02	* 1987 *	NAMRIA-RSP-Form04 Rev02			
Checkl	ist shall be submitted to HRMS for their verification	Checklist	t shall be submitted to HRMS for their verification			
	 Application Letter (indicating the position being applied for and its corresponding item number) 	1.	Application Letter (indicating the position being applied for and its corresponding item number)			
	PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017); csc.gov.ph	2.	PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017); csc.gov.ph			
	3. Work Experience Sheet (CSC Form No. 212)* (csc.gov.ph)	3.	Work Experience Sheet (CSC Form No. 212)* (csc.gov.ph)			
	 Photocopies of two (2) recent Individual Performance Commitment and Review (IPCR) Form (for government employees) 	4. Photocopies of two (2) recent Individual Performance Commitment and Review (IPCR) Form (for government employees)				
!	5. Photocopies of the following:	5.	Photocopies of the following:			
5.	1 College/High school 5.2 Transcript of Records (TOR) Diploma	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*		Valid Professional Regulation Commission (PRC) License* 5.4 CSC - Authenticated Career Service Eligibility*			
5.	5 Certificate/s of Previous 5.6 Service Record* Employment*	5.5	Certificate/s of Previous 5.6 Service Record* Employment*			
5.	7 Certificates of Trainings Attended* 5.8 Certificate of Award/ Recognition conferred by recognized and prestigious awarding bodies *	5.7	Certificates of Trainings Attended* 5.8 Certificate of Award/ Recognition conferred by recognized and prestigious awarding bodies *			
* If appli	1 Applicant's Qualification form (for Outsider) cable		Applicant's Qualification form (for Outsider) ble			
	HRMS (signature)		HRMS (signature)			
MESOURCE III.	T	assource				
	APPLICATION CHECKLIST	100	APPLICATION CHECKLIST			
1987 * 1987	NAMPIA DCD F04 D 02	1967				
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	st shall be submitted to HRMS for their verification Application Letter (indicating the position being applied for and its	1.	NAMRIA-RSP-Form04 Rev02 Shall be submitted to HRMS for their verification Application Letter (indicating the position being applied for and its			
	st shall be submitted to HRMS for their verification Application Letter (indicating the position being applied for and its corresponding item number) PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017);	1	NAMRIA-RSP-Form04 Rev02 Shall be submitted to HRMS for their verification Application Letter (indicating the position being applied for and its corresponding item number) PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017);			
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