



## LIST OF VACANT POSITIONS as of SEPTEMBER 2019

NAMRIA-RSP-Form01 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. By 2020, our vision is to be the center of excellence, building a geospatially-empowered Philippines.

### APPLICATION GENERAL GUIDELINES

1. All **qualified applicants** are invited to submit the following application documents in **HARD and ELECTRONIC copies** (per position applied for). Hard copies shall be submitted to the **Human Resource Management Section (HRMS), 2F NAMRIA Main Bldg., Lawton Ave. Fort Andres Bonifacio, Taguig City**, while electronic copy shall be emailed at **hrms@namria.gov.ph**

a. **Application letter**, indicating the vacant position being applied for and its corresponding item number addressed to:

**Usec. PETER N. TIANGCO, PhD**  
**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) (csc.gov.ph)

d. Photocopy of two (2) recent **Individual Performance Commitment and Review (IPCR)** Form (for government employees); and

e. Other **Application Documents**:

e.1) Photocopy of Certificates of Trainings Attended;

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

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

e.2) Certificate/s of Previous Employment;

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

2. The **original copy** of photocopied document shall be presented for HR authentication.

3. The hard copy of documents shall be placed in a **long brown envelope with the Application Checklist (See posting attachment)**

4. 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 **hrms@namria.gov.ph** with **APPLICATION FOR (POSITION- DIVISION)** as email subject.

5. Only applications submitted on time and with **COMPLETE DOCUMENTARY REQUIREMENTS** shall be **ACCEPTED**.

6. The Personal Data Sheet (PDS) and other documentary requirements submitted shall only be used for the position applied for. A maximum of three (3) positions can be applied for. **Applicants must submit one (1) set of documentary requirements for every position applied for.**

7. 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.

**8. DEADLINE OF APPLICATION:** SEP 16 2019

9. **Acceptance** of application shall be from **1:00 pm till 5:00 pm**.

For queries, applicants may contact HRMS at 8105458

  
**CONCEPCION A. BRINGAS**  
Chief, Administrative Division

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



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**LIST OF VACANT POSITIONS as of SEPTEMBER 2019**  
**GEOSPATIAL INFORMATION SYSTEMS MANAGEMENT BRANCH - (1) Vacant Position**

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
1	<b>One (1) Media Production Specialist III</b>	NAMRIAB-MPXS3-3-1998	SG 18	Php 40,637	CSC Minimum Requirement  Competency-Based Qualification Standard	Bachelor's Degree relevant to the job	Two (2) years of relevant experience  Preferably in at least two (2) of the following: media production, information dissemination and documentation, geomatics training, and client service	Eight (8) hours of relevant training  Preferably in at least two (2) of the following: media production, information dissemination and documentation, geomatics training, and client service	CS Professional Second Level Eligibility	Geospatial Information Services Division
	Technical Competencies required	Possesses advanced technical competencies on: (1) Media Production; (2) Information, Education, and Communication (IEC) and Partnership Management; (3) Client Service; and (4) Geomatics Training Management								
	Job Description:	<ol style="list-style-type: none"> <li>1. Leads in the conceptualization, design, and preparation of publications, editorial and writing materials, media relations materials, and audio-visual media materials</li> <li>2. Implements IEC and partnership projects</li> <li>3. Undertakes research and design for the further enhancement of the provision of geospatial information products and services</li> <li>4. Leads in the development of geomatics training programs</li> </ol>								
				***	<b>NOTHING FOLLOWS</b>			***		