

### LIST OF VACANT POSITIONS as of NOVEMBER 2020

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 Phillippines.

#### **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 Item Number Full Name of Applicant" (e.g. Administrative Officer II NAMRIAB-ADOF2-15-2004 Maria Natividad).
  - b. Application letter, indicating the vacant position being applied for and its corresponding item number 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-Authenticated e.5) College Diploma and Transcript of Records (TOR).

Career Service Eligibility (as needed);

e.2) Certificate/s of Previous Employment; e.4) Valid Professional Regulation

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.

| 8. DEADLINE OF APPLICATION: | DEC 0 1 2020 |
|-----------------------------|--------------|
|                             |              |

For queries, applicants may contact HRMS at 88105458

CONCEPCION A. BRINGAS Chief, Administrative Division

Conspour a y

Usec. PETER N. TIANGCO, PhD Administrator

LOVP 2020-007 (SSB,RDAB,GISMB,MGB)

APPROVED FOR PUBLICATION CONTROL OF THE PUBLICAT



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 NOVEMBER 2020

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

|   | POSITION   | Unique Item<br>No.   | Salary<br>Grade   | Basic<br>Salary per<br>Month   | Requirement   | Education   | Relevant<br>Experience   | Relevant<br>Training  | Eligibility  | Place of Assignmen  |
|---|--|--|---|--|---|---|--|---|--|---|
|   | One (1)<br>Accountant II   | NAMRIAB- A2-<br>2012   | SG 16   | Php 35,106.00  | CSC Minimum<br>Requirement  | Bachelor's Degree in<br>Commerce/Business<br>Administration major in<br>Accounting  | One (1) year of<br>relevant<br>experience  | Four (4) hours of relevant training   | RA 1080  | Accounting Section,<br>Financial and<br>Management Division<br>(FMD)    |
|   | Technical<br>Competencies<br>required  | Has the ability<br>Financial Audi  | to perform<br>t 5.) Operat  | / execute the fo   | ollowing technical o  | ompetencies: 1.) General A  | ccounting 2.) Budge  | et Preparation 3.) B  | udget Administratio  | on and Control 4.)  |
| 1 | Job Description:   | 2. Reviews, ve<br>3. Maintains in<br>4. Verifies do<br>5. Prepares W<br>6. Conducts is<br>management<br>7. Assesses th<br>8. Prepares re<br>9. Knows the<br>10. Document<br>11. Identifies   | erifies and a<br>nter-agency<br>numents/rep<br>ork and Fina<br>nternal audi<br>system.<br>se completer<br>port on follo<br>areas for im<br>s administra<br>critical areas   | nalyzes account accounts reconcorts for complete ancial Plan (WFP t and drafts find less and reliability withrough of active and operation or cutive and operation or audit risks p  | ciliation and makes<br>eness in compliance<br>or) and Audit Progratings and recommer<br>ty of the working pations taken based of<br>sost efficiency, procesonal systems and pertaining to agency  | necessary adjustments e with government and varie m (AP), as well as draft inte ndations on corrective meas apers and other requiremer on audit recommendations p esses, procedures, and qual procedures with the aid of file operations in the preparati ny to carry out the above me                | rnal policies, guideli<br>ures and/or actions<br>ats in the Internal Al-<br>pertaining to the ag-<br>ity improvement to<br>bowcharting and other<br>on of reports and po-  | nes, and procedure<br>on identified deficie<br>udit Report.<br>ency's financial mar<br>be included in audit<br>er auditing tools wh | encies and weakners agement systems,                         | ations  |
|   | One (1)<br>Engineering<br>Assistant  | NAMRIAB-<br>ENGAS-2-<br>1998   | SG 08   | Php 17,505.00  | CSC Minimum<br>Requirement  | Completion of two (2) years studies in college  | One (1) year of relevant experience  | Four (4) hours of relevant training   | CS Sub-<br>Professional 1st<br>Level Eligibility             | Transport Engineering<br>Section, Engineering<br>Services Division (ESD |
| 2 | Technical<br>Competencies<br>required  | Has the ability<br>Secretarial / Ex  | to perform<br>xecutive Ass  | / execute the fo<br>istance Skills   | llowing technical co  | ompetencies : 1.) Building M  | laintenance 2.) Em   | ergency Preparedne  | ess and Disaster Ma  | anagement 3.) Clerical  |
|   |  | 1. Assists in th   | es how to p   | rovide assistano   | e to all emergency<br>nine and to assess h  | minor repair of motor vehicle<br>victims.   |  | aintenance of house   | keeping tasks.   |   |
|   | Job Description:   | <ol> <li>Conducts pe</li> <li>Checks all a</li> <li>Coordinates</li> <li>Drafts routin</li> </ol>  | eriodic inspe<br>vailable fire<br>with differe<br>ne business   | and safety equi<br>nt units / offices<br>correspondence  | pment to ensure th<br>s and agencies prog<br>for review of super  | at it is operational and serv<br>grams and activities for spec  | iceable.<br>cific end - user and p   | purposes.   |  |   |
|   | One (1) Administrative Assistant II (Budgeting Assistant)                        | <ol> <li>Conducts pe</li> <li>Checks all a</li> <li>Coordinates</li> <li>Drafts routin</li> </ol>  | eriodic inspe<br>vailable fire<br>with differe<br>ne business   | and safety equi<br>nt units / offices<br>correspondence  | pment to ensure th<br>s and agencies prog<br>for review of super  | at it is operational and serv<br>grams and activities for spec<br>rior.   | iceable.<br>cific end - user and p   | Four (4) hours of relevant training   | CS Sub-<br>Professional 1st<br>Level Eligibility             | Financial and<br>Management Division<br>(FMD)                           |
|   | One (1)<br>Administrative<br>Assistant II<br>(Budgeting                          | 3. Conducts pe<br>4. Checks all a<br>5. Coordinates<br>6. Drafts routin<br>7. Performs oti<br>NAMRIAB-<br>ADAS2-5-2004   | eriodic inspervallable fire with difference business her related to SG 08   | and safety equint units / officer<br>correspondence<br>asks as deemed  Php 17,505.00   | pment to ensure the sand agencies prog for review of super I necessary by the common CSC Minimum Requirement  | at it is operational and serv<br>grams and activities for spec<br>rior.<br>division chief/immediate sup<br>Completion of two (2)  | iceable.  cific end - user and pervisor.  One (1) year of relevant experience  | Four (4) hours of relevant training   | Professional 1st<br>Level Eligibility                        | Management Division<br>(FMD)  |
| 3 | One (1) Administrative Assistant II (Budgeting Assistant) Technical Competencies | 3. Conducts pe<br>4. Checks all a<br>5. Coordinates<br>6. Drafts routii<br>7. Performs oti<br>NAMRIAB-<br>ADAS2-5-2004<br>Has the ability<br>4.)Financial Au<br>1. Processes di<br>2. Records, cla<br>3. Prepares dis<br>4. Prepares sul<br>5. Applies a wc<br>6. Prepares Bun<br>7. Prepares au<br>8. Checks clain<br>9. Has basic kn | eriodic inspervailable fire with differer with differer with differer she business her related to perform, dit 5.) Open shursement ssifies and stribution for bidiary ledgorking knowl dget Propos d computes so for adhern lowledge in | and safety equint units / officer correspondence asks as deemed  Php 17,505.00  / execute the for ations Audit  vouchers, payro cummarizes final remittances to er and schedule edge of applicat als based on the special budget r ence to checklist management, a | comment to ensure the sand agencies prog for review of super I necessary by the comment of the comment of the comment of the concerned of the | at it is operational and serv<br>grams and activities for spec<br>rior.<br>division chief/immediate sup<br>Completion of two (2)<br>years studies in college<br>empetencies : 1.) General Act<br>is to verify accuracy, completed<br>and events in accordance wite<br>fices.<br>al balance.<br>tions. | iceable. iffic end - user and pervisor.  One (1) year of relevant experience  counting 2.) Budgetteness and validity th generally accepte ther personnel benefits of supporting dont to agency operating to interpretable. | Four (4) hours of relevant training et Preparation 3.)But of claims. d accounting principation fits.                                | Professional 1st<br>Level Eligibility<br>Idget Administratio | Management Divisior<br>(FMD)  |



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LIST OF VACANT POSITIONS as of NOVEMBER 2020
GEOSPATIAL INFORMATION SYSTEM MANAGEMENT BRANCH (GISMB) - ( 6 ) Vacant Position/s

| No. | POSITION                                     | Unique Item<br>No.  | Salary<br>Grade   | Basic<br>Salary per<br>Month  | Requirement   | Education  | Relevant<br>Experience   | Relevant<br>Training   | Eligibility  | Place of Assignment                                     |
|-----|--|---|---|---|---|--|--|--|--|---|
|     | One (1)<br>Information Systems<br>Analyst II | NAMRIAB-<br>INFOSA2-6-<br>1998  | SG 16   | PHP<br>35,106.00  | CSC Minimum<br>Requirement  | Bachelor's Degree<br>relevant to the<br>job  | One (1) year of<br>relevant<br>experience                                | Four (4) hours of relevant training                                    | CS<br>Professional/<br>Second Level<br>Eligibility | Geospatial Systems<br>Development Division<br>(GSDD)    |
|     | Technical Competencies required              |   |   |   | ic Technical Com<br>and Integration   | petencies on: 1)Data   | abase/System Desig   | n 2)System Resea   | arch and Analys                                    | is 3) Application                                       |
| 1   | Job Description:                             | 2. Understand<br>3. Conducts a<br>4. Conducts d<br>5. Designs res<br>6. Assists in th<br>7. Writes, deb<br>8. Translates<br>9. Implements<br>10. Checks the                                 | ds strategic s<br>and interprets<br>atabase/syste<br>search or sur-<br>ne drafting of<br>augs, tests, au<br>system desig<br>and maintai<br>e operations               | system planning client required the requirement of the requirement of the requirement of the requirement of the requirement in the requirement of | ng. ments assessme ints analysis. aires. ty, standards, po application system to computer app a systems. lities of application                              | licies, and plans.<br>ns.<br>olications.   |  | activities   |  |   |
|     | One (1)<br>Information Systems<br>Analyst II | NAMRIAB-<br>INFOSA2-1-<br>1998  | SG 16   | PHP<br>35,106.00  | CSC Minimum<br>Requirement  | Bachelor's Degree<br>relevant to the<br>job  | One (1) year of<br>relevant<br>experience                                | Four (4) hours of relevant training                                    | CS<br>Professional/<br>Second Level<br>Eligibility | Geospatial<br>Database<br>Management<br>Division (GDMD) |
|     | Technical Competencies required              | Has the ability   | to perform ,  | execute Adv   | ance Technical C  | ompetencies on: 1)[  | Patabase Build-up a  | nd Integration 2)Ir  | nformation Syst                                    | em Research   |
| 2   | Job Description:                             | 2. Verifies the<br>3. Performs be<br>4. Leads the d<br>5. Verifies the<br>6. Conducts co<br>7. Executes in<br>8. Assists in m<br>9. Verifies tha<br>integrity of the<br>10. Assists in i    | results of the ackup and re-<br>levelopment integrity and paching and istructions on ionitoring the tithe reviewed adata collect the conduct of                       | e database/sicovery operation of data mana, a reliability of mentoring on research plare information and information ed.  of peer review  | ystem requireme<br>ions for geospati<br>gement and secu<br>the data inventor<br>database build-<br>nning by impleme<br>system research<br>system research   | al and operations surity standards.  y.  up, integration, and enting formulated scientifications to ensure the scientification of the sci | maintenance. hedule and timetable hat the planned infonforms with the or | ormation research on<br>the reviewed by the<br>ctivity is carried out  | outputs have be<br>immediate supe                  | en achieved.<br>ervisor to ensure the                   |
|     | One (1)<br>Information Systems<br>Analyst II | NAMRIAB-<br>INFOSA2-3-<br>1998  | SG 16   | PHP<br>35,106.00  | CSC Minimum<br>Requirement  | Bachelor's Degree<br>relevant to the<br>job  | One (1) year of<br>relevant<br>experience                                | Four (4) hours of relevant training                                    | CS<br>Professional/<br>Second Level<br>Eligibility | Geospatial Database<br>Management Division<br>(GDMD)    |
| ı   | Technical Competencies required              | Has the ability   | to perform /  | execute Adva  | ance Technical C  | ompetencies on: 1)[  | Patabase Build-up a  | nd Integration 2)Ir  | nformation Syst                                    | em Research   |
| 3   | Job Description:                             | 2. Verifies the<br>3. Performs be<br>4. Leads the d<br>5. Verifies the<br>6. Conducts co.<br>7. Executes in:<br>8. Assists in m<br>9. Verifies thal<br>integrity of the<br>10. Assists in t | results of the<br>ackup and re-<br>evelopment<br>integrity and<br>baching and is<br>structions on<br>onitoring the<br>the reviewe<br>e data collect<br>the conduct of | e database/si<br>covery operation data manage<br>i reliability of ti<br>mentoring on<br>research plare<br>information si<br>d information<br>ed.  | ystem requireme<br>ions for geospati<br>gement and secu<br>the data inventor<br>database build-<br>ning by implement<br>system research<br>of reports to en | al and operations surity standards.  y.  up, integration, and enting formulated solutions to ensure t  | maintenance. hedule and timetabl hat the planned info                    | ormation research on<br>the reviewed by the<br>activity is carried out | outputs have be<br>immediate supe                  | en achieved.<br>ervisor to ensure the                   |

| No. | POSITION  | Unique Item<br>No.  | Salary<br>Grade   | Basic<br>Salary per<br>Month   | Requirement   | Education  | Relevant<br>Experience  | Relevant<br>Training   | Eligibility   | Place of Assignment                                     |
|-----|---|---|---|--|---|--|---|--|---|---|
|     | One (1)<br>Information Systems<br>Analyst II      | NAMRIAB-<br>INFOSA2-4-<br>1998  | SG 16   | PHP<br>35,106.00   | CSC Minimum<br>Requirement  | Bachelor's Degree<br>relevant to the<br>job  | One (1) year of<br>relevant<br>experience   | Four (4) hours of relevant training  | CS<br>Professional/<br>Second Level<br>Eligibility    | Geospatial Database<br>Management Division<br>(GDMD)    |
|     | Technical Competencies required                   | Has the ability   | to perform ,  | / execute Adv  | ance Technical C  | ompetencies on: 1)[  | Database Build-up a   | nd Integration 2)In  | nformation Syst                                       | tem Research  |
| 4   | Job Description:                                  | 2. Verifies the<br>3. Performs b<br>4. Leads the c<br>5. Verifies the<br>6. Conducts on<br>7. Executes in<br>8. Assists in m<br>9. Verifies tha<br>integrity of the<br>10. Assists in | results of the ackup and re-<br>levelopment integrity and coaching and estructions on conitoring the tithe reviewed a data collect the conduct of | e database/s<br>covery operat<br>of data mana<br>d reliability of<br>mentoring on<br>research plate<br>e information<br>ed information<br>ted,<br>of peer review | ystem requiremetions for geospati<br>gement and secu<br>the data inventor<br>database build-<br>nning by impleme<br>system research<br>system research                  | al and operations surity standards.  y.  up, integration, and enting formulated solutions to ensure the solutions. | maintenance. hedule and timetable hat the planned infonorms with the or   | ormation research on<br>the reviewed by the<br>ctivity is carried out                                  | outputs have be<br>immediate supe                     | een achieved,<br>ervisor to ensure the                  |
|     | One (1)<br>Engineer II                            | NAMRIAB-<br>ENG2-23-<br>1998  | SG 16   | PHP<br>35,106.00   | CSC Minimum<br>Requirement  | Bachelor's Degree<br>in Engineering<br>relevant to the<br>job  | One (1) year of relevant experience   | Four (4) hours of relevant training  | RA 1080   | Geospatial Information<br>Services Division<br>(GISD)   |
|     | Technical Competencies required                   |   |   |  |   | cal Competencies on<br>Fraining Managemen  |   | n 2)Information, E   | ducation, and (                                       | Communication (IEC) and                                 |
| 5   | Job Description:                                  | 2. Performs ac<br>3. Prepares br<br>4. Prepares br<br>5. Prepares ar<br>6. Identifies to<br>trends<br>7. Indexes and<br>8. Leads the o<br>9. Assists in pl                            | dvanced photiefing materi<br>iefing materi<br>id packages to<br>ools related to<br>d catalogues<br>ther archives<br>anning, moni                  | tography and<br>als or present<br>als or present<br>training propo<br>to the geomati<br>archival collect<br>point person<br>itoring, and e                       | videography and<br>tations for use du<br>tations for use du<br>psals, Memorandu<br>ccs training progra-<br>ction (book and n<br>is in the impleme<br>valuating archival |  | ajor graphic softwar<br>ces and media briefi<br>ces and media briefi<br>rms of Reference, a<br>ch, and recommend<br>ces and system<br>des | e packages<br>ings using appropri<br>ings using appropri<br>ind other document<br>Is new tools to keep | ate software<br>ts necessary fo                       | r the operation of the GT<br>nt instructional technolog |
|     | One (1) Administra-tive<br>Aide VI<br>(Clerk III) | NAMRIAB-<br>ADA6-24-<br>2004  | SG 06   | PHP<br>15,524.00   | CSC Minimum<br>Requirement  | Completion of<br>two (2) years<br>studies in college   | None Required   | None Required  | CS Sub-<br>Professional<br>First Level<br>Eligibility | Geospatial Systems<br>Development Division<br>(GSDD)    |
| 6   | Technical Competencies for assessment             | Has the ability to<br>Research and Ar   |   | ecute Basic Tecl   | hnical Competencie  | s on: 1) Clerical/Secret   | arial/Executive Assista   | nce Skills 2) Databası   | e Build-up and In                                     | tegration and 3) System                                 |
|     | Job Description:                                  | Assists in mee     Implements re     Operates won     Digitizes anak  | etings and prepectings and proper<br>ecord manager<br>of processing, sogue data and   | pares minutes o<br>ment processes<br>spreadsheet and<br>collects spatial   | f the meeting.<br>for the executive/o<br>I other data encodi<br>and/or operations s   |  | hnical documentation  | es programs  |   |   |



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# LIST OF VACANT POSITIONS as of NOVEMBER2020 MAPPING AND GEODESY BRANCH (MGB) - (1) Vacant Position/s

| No. | POSITION   | Unique<br>Item No.   | Salary<br>Grade   | Basic<br>Salary per<br>Month   | Requireme<br>nt   | Education   | Relevant<br>Experienc<br>e | Relevant<br>Training | Eligibility   | Place of Assignment             |  |  |  |
|-----|--|--|---|--|---|---|----------------------------|----------------------|---|---------------------------------|--|--|--|
|     | One(1)<br>Administrative<br>Aide VI<br>(Clerk III) | NAMRIAB-<br>ADA6-17-<br>2004   | SG 06   | PHP<br>15,524.00   | CSC<br>Minimum<br>Requirement   | Completion of<br>two (2) years<br>studies in<br>college | None<br>Required           | None<br>Required     | CS Sub-<br>Professional<br>First Level<br>Eligibility | Photogram-<br>metry<br>Division |  |  |  |
|     | Technical Competencies required                    | Has the ability to perform / execute the following technical competencies on Clerical / Secretarial / Executive Assistance Skills                  |   |  |   |   |                            |                      |   |                                 |  |  |  |
| 2   | Job Description:                                   | <ol> <li>Drafts routing</li> <li>Assists in median</li> <li>Reviews, veen</li> <li>Researches</li> <li>Discusses of</li> <li>Implements</li> </ol> | ne business co<br>eetings and p<br>rifies and mai<br>the details in<br>ther concerns<br>record manage | prespondence<br>repares minute<br>ntains informal<br>resolving issue<br>with superior.<br>gement process | for review of s<br>as of the meeting<br>tion into databases, analyzes find<br>ses for the exe | ng.<br>ases.<br>dings, prioritizes a                    | and categorize             | s alternatives.      |   |                                 |  |  |  |

\*\*\* NOTHING FOLLOWS \*\*\*



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## LIST OF VACANT POSITIONS as of NOVEMBER 2020 RESOURCE DATA ANALYSIS BRANCH (RDAB) - (1) Vacant Position/s

| No. | POSITION   | Unique Item<br>No.   | Salary<br>Grade  | Basic Salary<br>per Month  | Requirement  | Education   | Relevant<br>Experience   | Relevant<br>Training  | Eligibility  | Place of Assignment   |
|-----|--|--|--|--|--|---|--|---|--|---|
|     | One (1)<br>Chief Remote<br>Sensing<br>Technologist | NAMRIAB-CRST-<br>2-1998  | SG 24  | PHP<br>85,074.00   | CSC Minimum<br>Requirement   | Master's Degree<br>or Certificate in<br>Leadership and<br>Management<br>from the CSC  | Four (4) years<br>of<br>Supervisory/M<br>anagement<br>experience   | Supervisory/Ma  | CS<br>Professional/Secon<br>d Level Eligibility  | Physiography and Coastal<br>Resource Division<br>(PCRD)   |
|     | Leadership<br>Competencies<br>required             |  | ssesses Leade  | rship competencie  |  |   |  |   | ing Skills 3.) Environ<br>cople Development 4  | ment and Natural Resource<br>1.) Grievance  |
| 1   |  | <ol> <li>Organizes and a ladidates techn the reports/output 4. Prepares and s resource to introd 5. Recommends a standard procedu.</li> <li>Acts as resource and technology. Plans, implements completion of action to the ladidates technologus to the Din Serves as resource establish linkages implements, moil 11. Conducts final 12. Acts as resour.</li> </ol> | mobilizes sun<br>ical reports ai<br>ts to the Direct<br>submits to the<br>uce new tech<br>nd assists the<br>re.<br>e person/facil<br>ical reports ai<br>ector for appre<br>e person for re<br>with other ag<br>tors, controls<br>i review and a<br>rce person in | vey teams to ensure do outputs of survictor for approval. EDirector research nology. EDirector in the relitator during meet devaluates all rerand technology. In do outputs of RS proval. Emote sensing relitator sensing relitator devaluates and evaluates a | re attainment of a<br>eying and mappir<br>and developmen<br>eview and formula<br>ings/workshops re<br>note sensing (RS)<br>projects on physio<br>ated meetings/wo<br>s/organizations en<br>evironment and nuits of analyses rel<br>ings/workshops/te | il technical and adi<br>ig projects on physic<br>t (R&D) project pro-<br>tion of policies on p<br>elated to physiogra<br>projects on physic<br>graphy and coasta<br>rkshops/ trainings<br>gaged in remote situral resources (EN | ministrative active active active active active active population of the population and coasta active activ | vities of the division of the | ion.  o ensure correctness apping of physiogra ce related surveying re and disseminate a ensure the attainment ss of information and stal resource to shar | ementation of activities, of information and endorses phic features and coastal and mapping activities as per any new acquired knowledge 7, and of effective and efficient diendorses the reports and 9, are updated information and 10. Plans, efficient implementation. Director. |

\*\*\* NOTHING FOLLOWS \*\*\*



### APPLICATION CHECKLIST

|   | g in           | 47.0 | 4        |     |
|---|----------------|------|----------|-----|
| 4 | power<br>Miner | 10 J | · entire | 201 |
|   | 1              |      | W.       |     |

## APPLICATION CHECKLIST

| Checklist shall be submitted to HRMS for their verification  | Checklist shall be submitted to HRMS for their verification   |
|--|---|
| Application Letter (indicating the position being applied for and its corresponding item number)   | 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   | 2 PERSONAL DATA SHEET (PDS) (CS Form 212 Revised  3 Work Experience Sheet (CSC Form No. 212)* (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)  | 4 Photocopies of two (2) recent Individual Performance<br>Commitment and Review (IPCR) Form (for government<br>employees)   |
| 5 Photocopies of the following:  | 5 Photocopies of the following:   |
| 5.1 College/High school 5.2 Transcript of Records (TOR)  | 5.1 College/High school TOR)  5.2 Transcript of Records (TOR)   |
| 5.3 Valid Professional Regulation Commission (PRC) License*  5.4 CSC - Authenticated Career Service Eligibility*   | 5.3 Valid Professional Segulation Commission Career Service Eligibility*  (PRC) License*  |
| 5.5 Certificate/s of Previous Employment*  | 5.5 Certificate/s of Previous Employment* 5.6 Service Record*   |
| 5.7 Certificates of Trainings 5.8 Certificate of Award/ Recognition conferred by   | 5.7 Certificates of Trainings 5.8 Certificate of Award/Recognition conferred by recognized and prestigious  |
| 5.7.1 Applicant's Qualification awarding bodies * form (for Outsider)  | 5.7.1 Applicant's Qualification awarding bodies * form (for Outsider)   |
| * If applicable  | * If applicable HRMS (signature)  |
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| APPLICATION CHECKLIST  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   | 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   |
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