



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 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 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
Career Service Eligibility (as needed);

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

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 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.

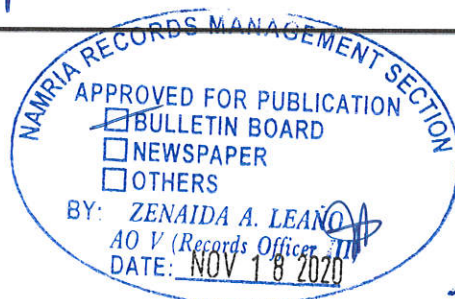
8. DEADLINE OF APPLICATION: DEC 01 2020

For queries, applicants may contact HRMS at 88105458


CONCEPCION A. BRINGAS
Chief, Administrative Division


Usec. PETER N. TIANGCO, PhD
Administrator

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





LIST OF VACANT POSITIONS as of NOVEMBER 2020

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
1	One (1) Accountant II	NAMRIAB- A2- 2012	SG 16	Php 35,106.00	CSC Minimum Requirement	Bachelor's Degree in Commerce/Business Administration major in Accounting	One (1) year of relevant experience	Four (4) hours of relevant training	RA 1080	Accounting Section, Financial and Management Division (FMD)
	Technical Competencies required	Has the ability to perform / execute the following technical competencies: 1.) General Accounting 2.) Budget Preparation 3.) Budget Administration and Control 4.) Financial Audit 5.) Operations Audit								
	Job Description:	1. Reviews and posts all transactions in the books per NGAS. 2. Reviews, verifies and analyzes account balances. 3. Maintains inter-agency accounts reconciliation and makes necessary adjustments 4. Verifies documents/reports for completeness in compliance with government and various oversight agencies. 5. Prepares Work and Financial Plan (WFP) and Audit Program (AP), as well as draft internal policies, guidelines, and procedures. 6. Conducts internal audit and drafts findings and recommendations on corrective measures and/or actions on identified deficiencies and weaknesses in the financial management system. 7. Assesses the completeness and reliability of the working papers and other requirements in the Internal Audit Report. 8. Prepares report on follow through of actions taken based on audit recommendations pertaining to the agency's financial management systems. 9. Knows the areas for improvement on cost efficiency, processes, procedures, and quality improvement to be included in audit scope and delimitations. 10. Documents administrative and operational systems and procedures with the aid of flowcharting and other auditing tools while assisting in the conduct of audit. 11. Identifies critical areas or audit risks pertaining to agency operations in the preparation of reports and proposals. 12. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.								
2	One (1) Engineering Assistant	NAMRIAB- ENGAS-2- 1998	SG 08	Php 17,505.00	CSC Minimum Requirement	Completion of two (2) years studies in college	One (1) year of relevant experience	Four (4) hours of relevant training	CS Sub-Professional 1st Level Eligibility	Transport Engineering Section, Engineering Services Division (ESD)
	Technical Competencies required	Has the ability to perform / execute the following technical competencies : 1.) Building Maintenance 2.) Emergency Preparedness and Disaster Management 3.) Clerical / Secretarial / Executive Assistance Skills								
	Job Description:	1. Assists in the inspection and operation, maintenance and minor repair of motor vehicles ; and ensures maintenance of housekeeping tasks. 2. Demonstrates how to provide assistance to all emergency victims. 3. Conducts periodic inspections to determine and to assess hazards, risks within NAMRIA. 4. Checks all available fire and safety equipment to ensure that it is operational and serviceable. 5. Coordinates with different units / offices and agencies programs and activities for specific end - user and purposes. 6. Drafts routine business correspondence for review of superior. 7. Performs other related tasks as deemed necessary by the division chief/immediate supervisor.								
3	One (1) Administrative Assistant II (Budgeting Assistant)	NAMRIAB- ADAS2-5-2004	SG 08	Php 17,505 .00	CSC Minimum Requirement	Completion of two (2) years studies in college	One (1) year of relevant experience	Four (4) hours of relevant training	CS Sub-Professional 1st Level Eligibility	Financial and Management Division (FMD)
	Technical Competencies required	Has the ability to perform / execute the following technical competencies : 1.) General Accounting 2.) Budget Preparation 3.) Budget Administration and Control 4.) Financial Audit 5.) Operations Audit								
	Job Description:	1. Processes disbursement vouchers, payrolls and other claims to verify accuracy, completeness and validity of claims. 2. Records, classifies and summarizes financial transactions and events in accordance with generally accepted accounting principles. 3. Prepares distribution for remittances to other concerned offices. 4. Prepares subsidiary ledger and schedule of accounts per trial balance. 5. Applies a working knowledge of applicable laws and regulations. 6. Prepares Budget Proposals based on the formulated guidelines. 7. Prepares and computes special budget request covering terminal leave benefits and other personnel benefits. 8. Checks claims for adherence to checklist/s on budgetary requirements and completeness of supporting documents. 9. Has basic knowledge in management, auditing, law and environmental sciences relevant to agency operations. 10. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.								

*** NOTHING FOLLOWS ***

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

[illegible]

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
4	One (1) Information Systems Analyst II	NAMRIAB-INFOSA2-4-1998	SG 16	PHP 35,106.00	CSC Minimum Requirement	Bachelor's Degree relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	CS Professional/ Second Level Eligibility	Geospatial Database Management Division (GDMD)
	Technical Competencies required	Has the ability to perform / execute Advance Technical Competencies on: 1)Database Build-up and Integration 2)Information System Research								
	Job Description:	1. Verifies the integrity and reliability of geospatial and operations support databases. 2. Verifies the results of the database/system requirements analysis. 3. Performs backup and recovery operations for geospatial and operations support databases. 4. Leads the development of data management and security standards. 5. Verifies the integrity and reliability of the data inventory. 6. Conducts coaching and mentoring on database build-up, integration, and maintenance. 7. Executes instructions on research planning by implementing formulated schedule and timetable to meet the required target. 8. Assists in monitoring the information system research activities to ensure that the planned information research outputs have been achieved. 9. Verifies that the reviewed information system research output document conforms with the one reviewed by the immediate supervisor to ensure the integrity of the data collected. 10. Assists in the conduct of peer review of reports to ensure that the objective of peer review activity is carried out easily. 11. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities								
5	One (1) Engineer II	NAMRIAB-ENG2-23-1998	SG 16	PHP 35,106.00	CSC Minimum Requirement	Bachelor's Degree in Engineering relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	RA 1080	Geospatial Information Services Division (GISD)
	Technical Competencies required	Has the ability to perform / execute Intermediate Technical Competencies on: 1)Media Production 2)Information, Education, and Communication (IEC) and Partnership Management 3) Client Service 4) Geomatics Training Management 5) Archiving								
	Job Description:	1. Prepares guide questions and/or briefing materials needed during media interview of NAMRIA officials 2. Performs advanced photography and videography and is proficient with major graphic software packages 3. Prepares briefing materials or presentations for use during press conferences and media briefings using appropriate software 4. Prepares briefing materials or presentations for use during press conferences and media briefings using appropriate software 5. Prepares and packages training proposals, Memorandum of Agreement/Terms of Reference, and other documents necessary for the operation of the GTC 6. Identifies tools related to the geomatics training program, conducts research, and recommends new tools to keep up with current instructional technology trends 7. Indexes and catalogues archival collection (book and non-book materials) 8. Leads the other archives point persons in the implementation of procedures and system 9. Assists in planning, monitoring, and evaluating archival projects and activities 10. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities.								
6	One (1) Administrative Aide VI (Clerk III)	NAMRIAB-ADA6-24-2004	SG 06	PHP 15,524.00	CSC Minimum Requirement	Completion of two (2) years studies in college	None Required	None Required	CS Sub-Professional First Level Eligibility	Geospatial Systems Development Division (GSDD)
	Technical Competencies for assessment	Has the ability to perform / execute Basic Technical Competencies on: 1) Clerical/Secretarial/Executive Assistance Skills 2) Database Build-up and Integration and 3) System Research and Analysis								
	Job Description:	1. Drafts routine business correspondence and coordinates information with different units/offices and agencies programs 2. Assists in meetings and prepares minutes of the meeting. 3. Implements record management processes for the executive/office and maintains technical documentation 4. Operates word processing, spreadsheet and other data encoding software. 5. Digitizes analogue data and collects spatial and/or operations support data. 6. Researches the details in resolving issues, analyzes findings, prioritizes and categorizes alternatives. 7. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities								

*** NOTHING FOLLOWS ***

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



*** NOTHING FOLLOWS ***



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
- ☐ 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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