



LIST OF VACANT POSITIONS as of FEBRUARY 2020

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 hrmsrecruitment@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 hrmsrecruitment@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:** MAR 13 2020

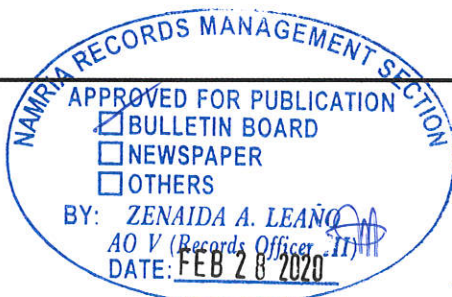
9. **Acceptance** of application shall be from **1:00 pm till 5:00 pm**.

For queries, applicants may contact HRMS at 88105458


CONCEPCION A. BRINGAS
Chief, Administrative Division


Usec. PETER N. TIANGCO, PhD
Administrator

LOVP-2020-0004





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LIST OF VACANT POSITIONS as of FEBRUARY 2020
HYDROGRAPHY BRANCH (HB) - Two (2) Vacant Position/s

No.		POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
1	CSC Minimum Requirement	One (1) Cartographer II	NAMRIAB-CGR2-38-1998	SG 08	Php 17,505.00	Completion of two (2) years studies in college or High School Graduate with relevant voc'l. course	None Required	None Required	Cartographer (MC 10 s.2013)	Nautical Charting Division
	Competency-Based Qualification Standard									
	Technical Competencies required	Has the ability to perform/execute technical competencies on Nautical Cartography								
	JOB DESCRIPTION:	1. Has knowledge of IHO Chart Standards and Specifications. 2. Identifies, verifies and applies chart corrections. 3. Processes raster backdrop and produces initial vector chart. 4. Gathers data and navigational information applicable to chart compilation and/or updating. 5. Knows how to convert file formats from paper chart to ENC. 6. Identifies non-essential features on the paper chart to be deleted on the ENC. 7. Creates cell boundary and sets metadata objects. 9. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.								
2	CSC Minimum Requirement	One (1) Cartographer I	NAMRIAB-CGR1-10-1998	SG 06	Php 15,524.00	Completion of two (2) years studies in college or High School Graduate with relevant voc'l. course	None Required	None Required	Cartographer (MC 10 s.2013)	Nautical Charting Division
	Competency-Based Qualification Standard									
	Technical Competencies required	Has the ability to perform/execute technical competencies on Nautical Cartography								
	JOB DESCRIPTION:	1. Gathers data (e.g. hydrographic, maritime, navigational) and assesses their relevance to the safety of navigation. 2. Compiles nautical charts using GIS software. 3. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.								

GEOSPATIAL INFORMATION SYSTEM MANAGEMENT BRANCH - 1 Vacant Position/s

No.		POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
1	CSC Minimum Requirement	One (1) Administrative Aide VI (Clerk III)	NAMRIAB-ADA6-24-2004	SG 06	Php 15,524.00	Completion of two (2) years studies in college	1 year of relevant experience	4 hours of relevant training	CS Sub-Professional (1st Level Eligibility)	Geospatial System Development Division
	Competency-Based Qualification Standard									
	Technical Competencies required	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								

No.		POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
	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	***				



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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