



Map your Future with us!

The NATIONAL MAPPING and RESOURCE INFORMATION AUTHORITY (NAMRIA) an attached government agency of

LIST OF VACANT POSITIONS as of SEPTEMBER 2018

EXUECUTIVE/MANAGERIAL POSITIONS IN SECOND LEVEL - (2) Vacant Position/s

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
1	One (1) Director I	NAMRIAB-DIR1-6-1998	SG 25	Php 82,439.00	CSC Minimum Requirement	Master's degree or Certificate in Leadership and Management from the CSC	Five (5) years of supervisory/management experience	120 hours of supervisory/management learning and development intervention within the last five (5) years	CS Professional/Second Level Eligibility	Geospatial Information System Management Branch (GISMB)
	Competencies required	Superior Core Competencies on: 1) Professionalism 2) Transparency and Accountability 3) Innovation 4) Efficiency 5) Partnership Superior Leadership Competencies on: 1) Leading People 2) People Performance Management 3) People Development 4) Grievance Handling/Positive Administrative Discipline								
	Job Description:	1. Assists the Director in influencing persuading and inspiring others to support the organization's vision, mission, values and goals. 2. Reinforces change and communicates effectively a clear vision that generates excitement, enthusiasm and commitment to the organization mission. 3. Assumes a pivotal role in promoting the development of an inspiring, relevant vision for the organization and influences others to share ownership of office goals 4. Makes specific changes in the performance management system or in own work methods to improve performance (e.g. does something better, faster, at lower cost, more efficiently; improves quality, customer satisfaction, morale, revenues). 5. Cultivates a learning environment by structuring interactive experiences and employing a range of development strategies. 6. Ensures that work processes, procedures and resources provide for on-going growth 7. Prepares plans and programs and formulates or enhances policies on Grievance Handling 8. Develops and implements personnel programs/decisions to promote harmonious long-term relations between employees and management; and prevent possible administrative issues from worsening.								
2	One (1) Director I	NAMRIAB-DIR1-5-1998	SG 25	Php 82,439.00	CSC Minimum Requirement	Master's degree or Certificate in Leadership and Management from the CSC	Five (5) years of supervisory/management experience	120 hours of supervisory/management learning and development intervention within the last five (5) years	CS Professional/Second Level Eligibility	Resource Data Analysis Branch (RDAB)
	Competencies required	Superior Core Competencies on: 1) Professionalism 2) Transparency and Accountability 3) Innovation 4) Efficiency 5) Partnership Superior Leadership Competencies on: 1) Leading People 2) People Performance Management 3) People Development 4) Grievance Handling/Positive Administrative Discipline								
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				***	NOTHING FOLLOWS			***		



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NAMRIA-RSP-Form01 Rev00

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The National Mapping and Resource Information Authority (NAMRIA), an attached agency of the Department of Environment and Natural Resources, is mandated to act as the central mapping agency of the Philippine government. By 2020, NAMRIA's vision is to be a center of excellence, building a geospatially-empowered Philippines.

All **qualified applicants** are invited to **submit the following application documents (per position applied for) to the Human Resource Management Section (HRMS), 2F NAMRIA Main Bldg., Lawton Ave. Fort Andres Bonifacio, Taguig City, and email electronic copy at hrms@namria.gov.ph**

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

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

2. Properly accomplished Personal Data Sheet (CS Form 212 Revised 2017); NAMRIA employees are required to update their Electronic PDS (EPDS) account

3. Work Experience Sheet (CSC Form No. 212) (csc.gov.ph)

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

5. Application Documents:

- a) Photocopy of Certificates of Trainings Attended;
- b) Certificate/s of Previous Employment;
- c) Civil Service Commission-Authenticated Career Service Eligibility (as needed);
- d) Photocopy of Valid Professional Regulation Commission (PRC) License (as needed); and
- e) Photocopy of College Diploma and Transcript of Records (TOR).

Deadline of submission is on SEP 20 2018.


CONCEPCION A. BRINGAS
Chief, Administrative Division

Posted Date: SEP 10 2018
Posted by: _____
1st Validation (5th day of posting) by: _____
2nd Validation (10th day of posting) by: _____
LOVP- 2018-0007


Usec. PETER N. TIANGCO, PhD
Administrator



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NAMRIA-RSP-Form01 Rev00

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APPLICATION GENERAL GUIDELINES

1. The required documents shall be submitted in **HARD AND ELECTRONIC COPIES** to the Human Resource Management Section and emailed to hrms@namria.gov.ph, respectively. The hard copy of documents shall be placed in a **long brown envelope**
2. 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.
3. All applicants shall be required to submit the **APPLICATION DOCUMENT CHECKLIST** (included in posting attachment)
4. Only applications submitted on time and with **COMPLETE DOCUMENTARY REQUIREMENTS** shall be **ACCEPTED**.
5. The **original copy** of photocopied document shall be presented for HR authentication.
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. **Acceptance** of application shall be from **1:00 pm till 5:00 pm**.

For queries, applicants may contact HRMS at 8105458