



*Map your Future with us!*

NAMRIA-HRM-NRPS-FORM1.1-REV. 1

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.

## **APPLICATION GENERAL GUIDELINES**

1. The required documents shall be submitted in **HARD AND ELECTRONIC COPIES**. The hard copy shall be placed in a **brown envelop** and shall be submitted to the Human Resource Management Section. Digital copies shall be emailed to **hrms@namria.gov.ph**.
2. The original copy of photocopied document shall be presented to HR for authentication.
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 abovementioned email address with **APPLICATION FOR (POSITION- DIVISION)** as email subject.
4. All applicants shall be required to submit the **APPLICATION CHECKLIST** (included in posting attachment)
5. Only applications submitted on time and with complete documentary requirements shall be accepted.
6. Applications shall only be **accepted from 1:00PM to 5:00PM**.
7. The Personal Data Sheet (PDS) and other documentary requirements shall only be used for the position applied for. Applicants may apply for a **maximum of three (3) positions**.
8. A **Client Request Form** shall be accomplished for any correction in the PDS or provision of additional attachment to submitted application.
9. The application documents in hard and digital 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.

For queries, applicants may contact HRMS at 8105458



## LIST OF VACANT POSITIONS as of MARCH 2018

NAMRIA-HRM-NMSP-FORM3-REV. 0

### Map your Future with us.

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All **qualified applicants** are invited to **submit the following application documents 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** and **namria.hrms@gmail.com**

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

**Dr. PETER N. TIANGCO, CESO I**  
**Administrator, NAMRIA**

**2. Properly accomplished Personal Data Sheet (CS Form 212 Revised 2017); NAMRIA employees are required to update their Electronic PDS (EPDS) account in <http://192.168.8.16/epds>;**

**3. Work Experience Sheet (CSC Form No. 212) ([csc.gov.ph](http://csc.gov.ph))**

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

**5. Application Documents: Photocopies of Certificates of Trainings Attended; Certificate/s of Previous Employment; Civil Service Commission-Authenticated Career Service Eligibility (as needed); Photocopy of Valid Professional Regulation Commission (PRC) License (as needed); and**

**6. Photocopies of College Diploma and Transcript of Records (TOR).**

**APR 04 2018**

**Deadline of submission is on: \_\_\_\_\_.**

**Posted Date: \_\_\_\_\_**

**Posted by: **MAR 19 2018****

**1<sup>st</sup> Validation (5<sup>th</sup> day of posting) by: \_\_\_\_\_**

**2<sup>nd</sup> Validation (10<sup>th</sup> day of posting) by: \_\_\_\_\_**

**LOVP- 2018-0003**





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No.	Position	Unique Item No.	Salary Grade	Monthly Salary	Relevant Education	Relevant Work Experience	Relevant Training	Eligibility	Place of Assignment
1	<b>Seaman 3rd Class (SN3)</b>	Not Applicable		<b>Php 29,668.00</b> (plus additional allowances)	Have completed at least 72 units in college or have graduated a two-year associate or vocational course (preferably courses related to <b>Marine Engineering and other related engineering courses</b> )	None Required	None Required	CS Sub-Professional Eligibility or TESDA Certificate	<b>SSD/HB</b>
	Technical Competencies	1. Engine operation and maintenance, 2. Refrigeration and airconditioning, 3. Deck machineries and equipment operation and maintenance, 4. Driving and/or automechanic skills, 5. Fabrication & welding skills, 6. Electrical and/or electronics skills, 7. Diving skills							
	Job Description:	1. Performs duties as oiler/wiper, 2. Operates & maintains the propulsion & other systems in the engine room, sewage, lighting, air conditioning & water systems, 3. Assists in the repair and overhaul of engines & equipment, 4. Performs engine watchkeeping, 5. Keeps the engine room clean, tidy & regularly painted, 6. Records data/events in Engine Log, 7. Assists in maintenance of deck machinery, 8. Assists in bulk fuel and ballast water transfers, 9. Assists in the operation of the ship's boats, service vehicles, cargo loading/discharging gear & safety systems							
2	<b>Seaman 3rd Class (SN3)</b>	Not Applicable		<b>Php 29,668.00</b> (plus additional allowances)	Have completed at least 72 units in college or have graduated a two-year associate or vocational course (preferably courses related to <b>Electronics / Electrical Technology or related engineering courses</b> )	None Required	None Required	CS Sub-Professional Eligibility or TESDA Certificate	<b>SSD/HB</b>
	Technical Competencies	1. Radio and computer operations, 2. Instrumentation & calibration, 3. Document & records control management							
	Job Description:	1. Assists in preparing, sending and receiving messages and other forms of communication, 2. Monitors, collects & reports weather updates from various agencies, 3. Assists in the implementation of preventive maintenance plan of scientific equipment, software, navigation & communications equipment, 4. Assists in preparing & securing survey equipment, 5. Assists in data acquisition and processing, 6. Prepares/safekeeps documents and records							

3	<b>Seaman 3rd Class (SN3)</b>	Not Applicable	<b>Php 29,668.00</b> (plus additional allowances)	Have completed at least 72 units in college or have graduated a two-year associate or vocational course (preferably courses related to <b>Food Science / Hotel and Restaurant Management</b> )	None Required	None Required	CS Sub-Professional Eligibility or TESDA Certificate	<b>SSD/HB</b>
	Technical Competencies	1. Food preparation, service and handling, 2. Housekeeping						
	Job Description:	1. Cleans all tables, chairs, galley tools & equipment, 2. Mops & polishes floor, 3. Cleans all comfort rooms, laundry equipment and cabin, 4. Assists in food preparation, service and handling, 5. Washes all beddings, rugs and other cleaning tools, 6. Disposes garbage						
4	<b>Seaman 3rd Class (SN3)</b>	Not Applicable	<b>Php 29,668.00</b> (plus additional allowances)	Have completed at least 72 units in college or have graduated a two-year associate or vocational course (preferably courses related to <b>Marine Transportation and other related courses</b> )	None Required	None Required	CS Sub-Professional Eligibility or TESDA Certificate	<b>SSD/HB</b>
	Technical Competencies	1. Deck installations operation and maintenance, 2. Quartermaster and navigation support, 3. Carpentry works						
	Job Description:	1. Assumes quartermaster and navigational watch duties, 2. Maintains various deck installations, hull & other parts of the ship, 3. Assists in operation of various deck installations, 4. Assists in undocking, docking & anchoring of vessel, 5. Assists in deployment of survey platforms, scientific and emergency equipment, 6. Assists in cargo handling and stowage						

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

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

**Dr. PETER N. TIANGCO, CESO I**  
**Administrator, NAMRIA**


**2. Properly accomplished Personal Data Sheet (CS Form 212); (Email PDS in MS Excel format at [hrms@namria.gov.ph](mailto:hrms@namria.gov.ph). PDS downloadable at [csc.gov.ph](http://csc.gov.ph))**

**3. Application Documents: Photocopies of Certificates of Trainings Attended; Certificate/s of Previous Employment with corresponding Actual Duties and Responsibilities; Civil Service Commission Authenticated Career Service Eligibility (as needed); Photocopy of Valid Professional Regulation Commission (PRC) License (as needed); and**

**4. Photocopies of College Diploma and Transcript of Records (TOR).**

**5. Deadline of submission is on:** APR 04 2018.

For the purpose of certifying the authenticity of photocopied documents, applicants are advised to present their ORIGINAL copies only to an authorized HR Management Officer. Any submissions beyond the specified deadline shall no longer be accepted and considered by the HRMS. Only those who submitted COMPLETE documents will be screened.

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

Approved by:

Posted by:

Location:

Date: MAR 19 2018

1<sup>st</sup> Validation (5<sup>th</sup> day of posting) by:

2<sup>nd</sup> Validation (10<sup>th</sup> day of posting) by:

  
**Dr. PETER N. TIANGCO, CESO I**  
Administrator

HRMS CTRL No.: JH-2017-0007





## 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 \*

\* If applicable

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HRMS (signature)



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HRMS