

# LIST OF VACANT POSITIONS as of JANUARY 2019

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

#### **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 Bidg., Lawton Ave. Fort Andres Bonifacio, Taguig City, while electronic copy shall be emailed at hrms@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;
- Career Service Eligibility (as needed);

e.3) Civil Service Commission-Authenticated 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 hrms@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
- 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:

JAN 3 1 2019

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

For queries, applicants may contact HRMS at 8105458

Chief, Administrative Division

Usec. PETER N. TIANGCO, PhD

Administrator

LOVP 2019-0001 JAN 2 1 2019



# Map your Future with us!

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### LIST OF VACANT POSITIONS as of JANUARY 2019

# GEOSPATIAL INFORMATION SYSTEMS MANAGEMENT BRANCH - (15) Vacant Position/s

|     | G  | COSPATIA                                       | AL TIME                         | JKMA I                          | ION SYSTEMS                                   | MANAGEMENI  | BRANCH - (   | (15) Vacant Po  | sition/s  |   |
|-----|--|--|---------------------------------|---------------------------------|---|---|--|---|---|---|
| No. | POSITION   | Unique<br>Item No.                             | Salary<br>Grade                 | Basic<br>Salary<br>per<br>Month | Requirement                                   | Education   | Relevant<br>Experience   | Relevant<br>Training  | Eligibility   | Place of<br>Assignment                            |
|     |  |  |                                 |                                 | CSC Minimum<br>Requirement                    |   | Two (2) years<br>of relevant<br>experience   | Eight (8) hours of relevant training  |   |   |
| 1   | One (1)<br>Media<br>Production<br>Specialist III | NAMRIAB-<br>MPXS3-5-<br>1998                   | SG 18                           | Php<br>40,637                   | Competency-Based<br>Qualification<br>Standard | Bachelor's Degree<br>relevant to the job  | Preferably in at least two (2) of the following: media production, information dissemination and documentation, geomatics training, and client service                 | Preferably in at least two (2) of the following: media production, information dissemination and documentation, geomatics training, and client service                        | CS<br>Professional<br>Second Level<br>Eligibility   | Geospatial<br>Information<br>Services<br>Division |
|     | Technical<br>Competencies<br>required            | Management;                                    | (3) Clien                       | t Service; a                    | and (4) Geomatics T                           | edia Production; (2) Info<br>raining Management   |  |   | • 1000 • | 900 (Section 1                                    |
|     | Job Description:                                 | media materia<br>(2) Implemen<br>(3) Undertake | als<br>ts IEC and<br>s research | partnersh<br>and desig          | ip projects                                   | ation of publications, ed<br>nancement of the provis<br>ograms                                    |  |   |   | d audio-visual                                    |
|     |  |  |                                 |                                 | CSC Minimum<br>Requirement                    |   | 1 year of<br>relevant<br>experience  | 4 hours of relevant training  |   |   |
| 2   | One (1)<br>Engineer II                           | NAMRIAB-<br>ENG2-23-<br>1998                   | SG 16                           | Php<br>33,584                   | Competency-Based<br>Qualification<br>Standard | Bachelor's Degree<br>in Engineering<br>relevant to the job  | Preferably with experience in at least two (2) of the following: media production, information dissemination and documentation, geomatics training, and client service | Preferably with acquired training in at least two (2) of the following: media production, information dissemination and documentation, geomatics training, and client service | RA 1080   | Geospatial<br>Information<br>Services<br>Division |
|     | Technical<br>Competencies<br>required            |  |                                 |                                 |   | Media Production; (2) I<br>raining Management   | nformation, Educat   | ion, and Communication  | on (IEC) and Par  | tnership  |
|     | Job Description:                                 | (2) Conducts (3) Leads the                     | research o<br>provision         | n/handles<br>of geospati        | preparation of/pre-le<br>al information produ | editorial and writing m<br>EC campaign and partne<br>cts and services<br>ists the resource person | rship development  |   | udio-visual media   | materials   |

| No. | POSITION  | Unique<br>Item No.                             | Salary<br>Grade                        | Basic<br>Salary<br>per<br>Month     | Requirement   | Education  | Relevant<br>Experience   | Relevant<br>Training  | Eligibility                                       | Place of<br>Assignment                            |
|-----|---|--|--|-------------------------------------|---|--|--|---|---|---|
| 3   | One (1)<br>Media<br>Production<br>Specialist II | NAMRIAB-<br>MPXS2-1-<br>1998                   | SG 15                                  | Php<br>30,531                       | CSC Minimum<br>Requirement  Competency-Based Qualification Standard     | Bachelor's Degree<br>relevant to the job                         | One (1) year of relevant experience Preferably in at least two (2) of the following: media production, information dissemination and documentation, geomatics training, and client service | Four (4) hours of relevant training  Preferably in at least two (2) of the following: media production, information dissemination and documentation, geomatics training, and client service | CS<br>Professional<br>Second Level<br>Eligibility | Geospatial<br>Information<br>Services<br>Division |
|     | Technical<br>Competencies                       |  |  |                                     |   | Media Production; (2) I<br>Training Management                   | I<br>Information, Educat   | l<br>ion, and Communicati   | l<br>on (IEC) and Par                             | tnership  |
|     | required  Job Description:                      | (1) Conceptua<br>(2) Conducts<br>(3) Leads the | alizes, des<br>research o<br>provision | igns, and pon/handles<br>of geospat | orepares publications<br>preparation of/pre-l<br>tial information produ | , editorial and writing m<br>EC campaign and partne              | ership development   |   | udio-visual media                                 | ı materials                                       |
|     |   |  |  |                                     | CSC Minimum   |  | None required  | None required   |   |   |
| 4   | One (1)<br>Media<br>Production<br>Specialist I  | NAMRIAB-<br>MPXS1-2-<br>1998                   | SG 11                                  | Php<br>20,754                       | Requirement  Competency-Based Qualification Standard                    | Bachelor's Degree<br>relevant to the job                         | Preferably with experience in media production, information dissemination and documentation, geomatics training, and client service  | Preferably with acquired training in media production, information dissemination and documentation, geomatics training, and client service  | CS<br>Professional<br>Second Level<br>Eligibility | Geospatial<br>Information<br>Services<br>Division |
|     | Technical<br>Competencies<br>required           |  |  |                                     | I<br>ncies on: (1) Media I<br>tics Training Manage                      | l<br>Production; (2) Informa<br>ement                            | I<br>tion, Education, and  | Communication (IEC  | l<br>) and Partnership                            | Management;                                       |
|     | Job Description:                                | (2) Identifies<br>(3) Identifies               | and descri<br>and descri               | bes the ag                          | ency's products and   | als, and audio-visual me<br>services<br>handling client requests |  |   |   |   |
| E   | One (1)<br>Media                                | NAMRIAB-                                       | c c                                    | Php                                 | CSC Minimum<br>Requirement  | Completion of at<br>least two (2) years                          | One (1) year of relevant work experience  Preferably with experience in media  | Four (4) hours of relevant training  Preferably with acquired training in media   | CS Sub<br>Professional                            | Geospatial<br>Information                         |
| 5   | Production<br>Assistant                         | MPXAS-2-<br>1998                               | SG 8                                   | 16,758                              | Competency-Based<br>Qualification<br>Standard                           | of relevant college  | production, information dissemination and documentation, geomatics training, and client service  | production,<br>information<br>dissemination and<br>documentation,<br>geomatics<br>training, and<br>client service   | First Level<br>Eligibility                        | Services<br>Division                              |

| No. | POSITION  | Unique<br>Item No.  | Salary<br>Grade                                       | Basic<br>Salary<br>per<br>Month  | Requirement   | Education  | Relevant<br>Experience   | Relevant<br>Training  | Eligibility                                       | Place of<br>Assignment                          |
|-----|---|---|---|--|---|--|--|---|---|---|
|     | Technical<br>Competencies<br>required               | (3) Client Ser  | vice; and (   | (4) Geoma  | tics Training Manage  |  |  | l Communication (IEC  | ) and Partnershi                                  | Management;                                     |
|     | Job Description:                                    | (2) Identifies<br>(3) Identifies  | and descr<br>and descr                                | ibes the ag<br>ibes the sta  | ency's products and   | als, and audio-visual me<br>services<br>handling client requests   |  |   |   |   |
|     | One (1)<br>Information<br>Technology<br>Officer III | NAMRIAB-<br>ITO3-2-<br>1998   | SG 24   | Php<br>83,406  | CSC Minimum<br>Requirement  | Master's degree or<br>Certificate in<br>Leadeship and<br>Management from<br>the CSC  | Four (4) years<br>of supervisory/<br>management<br>experience<br>relevant to the<br>job                  | Forty (40) hours<br>of supervisory/<br>management<br>learning and<br>development<br>intervention<br>undertaken within<br>the last 5 years | CS<br>Professional<br>Second Level<br>Eligibility | Geospatial<br>System<br>Development<br>Division |
| 6   | Technical<br>Competencies<br>required               | Superior tech<br>Research and   |   | etencies o   | n: 1) Database Build  | d-up and Integration   | 2) Database/Syster   | n Design 3) Applica   | tion Developmen                                   | t and 4) System                                 |
|     | Job Description:                                    | research and<br>2. Evaluates a<br>documentatio<br>3. Leads the i<br>4. Introduces,    | analysis and approven and (d) mplement recomme        | ctivities, an<br>res the folk<br>outputs of<br>ation and e<br>ends, or rev | d (d) activities in the<br>owing: (a) developed<br>database-related ac<br>evaluation of data ma<br>vises data/system de | activities including its in<br>e development of enterp<br>i information system (b)<br>ctivities.<br>anagement and informa<br>sign-related standards,<br>cessary to carry out the | orise databases, me<br>database/system<br>tion security standa<br>policies, and plans.                   | tadatabases and data<br>design (c) assessment<br>rds.   | catalogues.                                       |   |
|     |   |   |   |  | CSC Minimum<br>Requirement  |  | Two (2) years<br>of relevant<br>experience   | Eight (8) hours of relevant training  |   | 2   |
| 7   | One (1)<br>Computer<br>Programmer<br>III            | NAMRIAB-<br>COMPRO3-<br>1-1998  | SG 18   | Php<br>40,637  | Competency-Based<br>Qualification<br>Standard   | Bachelor's Degree<br>relevant to the job   | Preferably in application development and in any of the following: system research, analysis, or design. | Preferably in<br>application<br>development,<br>system analysis<br>and design; and<br>Geographic<br>Information<br>System (GIS)           | CS<br>Professional<br>Second Level<br>Eligibility | Geospatial<br>System<br>Development<br>Division |
|     | Technical<br>Competencies<br>required               | Advance techi   | nical comp  | etencies o   | n: 1) Database Build  | d-up and Integration   | 2) Database/Syster   | m Design 3) Applica   | tion Developmer                                   | t   |
|     | Job Description:                                    | 2. Verifies the<br>3. Performs be<br>4. Leads the I<br>5. Conducts of<br>development. | results of<br>ackup and<br>S strategion<br>oaching an | ti database<br>recovery of<br>planning,<br>nd mentori                      | /system requirement<br>operations for geosp<br>development of dat<br>ng on: database buil                               | , geospatial, and opera<br>ts analysis, results of da<br>atial and operations sup<br>a management and sec<br>d-up, integration, maint  | tabase/system desi<br>oport databases.<br>urity standards.<br>tenance; database/                         | gn and application de   |   |   |

| No. | POSITION   | Unique<br>Item No.  | Salary<br>Grade   | Basic<br>Salary<br>per<br>Month  | Requirement   | Education  | Relevant<br>Experience  | Relevant<br>Training  | Eligibility                                       | Place of<br>Assignment                           |
|-----|--|---|---|--|---|--|---|---|---|--|
|     | One (1)<br>Information<br>System<br>Analyst III  | NAMRIAB-<br>INFOSA3-<br>4-1998  | SG 19   | Php<br>45,269  | CSC Minimum<br>Requirement  Competency-Based Qualification Standard   | Bachelor's Degree<br>relevant to the job   | Two (2) years of relevant experience Preferably in database development, system research, analysis, and design. | Eight (8) hours of<br>relevant training<br>Preferably in<br>database<br>development;<br>system analysis<br>and design; and<br>Geographic<br>Information | CS<br>Professional<br>Second Level<br>Eligibility | Geospatial<br>Database<br>Management<br>Division |
| 8   | Technical<br>Competencies<br>required            | 3) System Ana   | alysis and  | Design   |   | d-up and Integration 2   |   |   |   |  |
|     | Job Description:                                 | 2. Monitors co<br>consistency at<br>3. Verifies the<br>4. Leads the c<br>5. Prepares re<br>6. Conducts co | ompliance<br>nd accurace<br>results of<br>developme<br>eport conc<br>oaching ar   | of standard<br>cy of the go<br>client requent of syste<br>erning syste<br>and mentori  | d coding and encoding<br>eospatial databases.<br>uirements assessmer<br>m-related standards,<br>wem research and and<br>ng on system research | view of established dating instructions based on the and system requirement, policies, and procedure alysis and/or information, analysis, and databasessary to carry out the | n developed databasents analysis and re<br>ess on system resear<br>n system strategic p<br>use/system design d  | se design and data did<br>sults of database/syst<br>tch and analysis; and<br>planning activities.<br>locumentation.                                     | em design.  | leteness,  |
|     |  | NAMRIAB-  |   |  | CSC Minimum<br>Requirement  |  | One (1) year of relevant experience   | Four (4) hours of relevant training   |   |  |
| 9   | Three (3)<br>Information<br>System<br>Analyst II | INFOSA2-<br>3-1998,<br>NAMRIAB-<br>INFOSA2-<br>4-1998,<br>NAMRIAB-<br>INFOSA2-<br>1-1998                  | SG 16   | Php<br>33,584  | Competency-Based<br>Qualification<br>Standard   | Bachelor's Degree<br>relevant to the job   | Preferably in<br>system<br>analysis,<br>database<br>design or<br>information<br>management                      | Preferably in<br>System Analysis<br>and Design and<br>GIS   | CS<br>Professional<br>Second Level<br>Eligibility | Geospatial<br>Database<br>Management<br>Division |
|     | Technical<br>Competencies<br>required            |   |   |  |   | d-up and Integration 2<br>petencies on System Ana  |   | l<br>em Research  |   |  |
|     | Job Description:                                 | 2. Assists in m<br>3. Verifies tha<br>integrity of th   | nonitoring<br>t the revie<br>e data col   | the inform<br>wed inform<br>lected.  | ation system researd<br>nation system resear  | design sepcifications.  th activities to ensure the character output document contests to carry out the  | nforms with the on  | e reviewed by the imn   |   |  |
| 10  | One (1)<br>Information<br>System<br>Researcher I | NAMRIAB-<br>INFOSR1-<br>2-1998  | SG 10   | Php<br>19,233  | CSC Minimum<br>Requirement<br>Competency-Based<br>Qualification<br>Standard   | Bachelor's Degree<br>relevant to the job   | None required   | None Required   | CS<br>Professional<br>Second Level<br>Eligibility | Geospatial<br>Database<br>Management<br>Division |
|     | Technical<br>Competencies                        |   |   |  |   | l<br>nical competencies: 1) I<br>se Build-up, Integration  |   | l<br>Research   |   |  |
|     | required  Job Description:                       | 2. Conducts d<br>3. Assists in th<br>4. Operates w<br>5. Encodes an<br>6. Digitizes an<br>7. Collects spa | atabase re<br>ne drafting<br>ord proce<br>nd reviews<br>nalogue da<br>atial and/o | equirement<br>g of system<br>ssing, spre<br>statistical<br>tta to geos<br>or operation | s analysis. quality, standards, adsheet and other d or operations suppor patial data. ns support data and                                     | ata encoding software.   | ents assessment.  |   |   |  |

| One (1) Data Controller II  Technical Competencies required  ob Description:  One (1) Engineer I | cal ncies ed  1. Operates 2. Encodes a 3. Collects sp. 4. Digitizes a 5. Conducts 6. Performs of the property | y to perform<br>word process<br>and reviews<br>atial and/o<br>nalogue da<br>data require<br>other relate   | ssing, sprea<br>statistical or<br>operation<br>ta to geosp<br>ements ass   | adsheet and other d<br>or operations support<br>is support data,<br>patial data,<br>sessment.  | nical competencies: 1) D ata encoding software. rt data.   |  |  | CS Sub-<br>Professional<br>1st Level<br>Eligibility  | Geospatial<br>Database<br>Management<br>Division                             |
|--|---|--|--|--|--|--|--|--|--|
| Competencies required  ob Description:  One (1)  | 1. Operates 2. Encodes a 3. Collects sq. 4. Digitizes a 5. Conducts 6. Performs a NAMRIAB-ENG1-1-   | word proces<br>nd reviews<br>atial and/o<br>nalogue da<br>data require<br>ther relate  | ssing, sprea<br>statistical of<br>r operation<br>ta to geosp<br>ements ass<br>d tasks as   | Standard  e the following technology adsheet and other door operations supports support data. patial data. sessment. may be deemed nec   | ata encoding software. rt data. cessary to carry out the a   | atabase Build-up a   | nd integration   |  |  |
| One (1)  | 1. Operates 2. Encodes a 3. Collects span 4. Digitizes a 5. Conducts 6. Performs (1)  NAMRIAB-ENG1-1-   | nd reviews<br>atial and/o<br>nalogue da<br>data requir<br>ther relate  | statistical (<br>r operation<br>ta to geosp<br>ements ass<br>d tasks as  | or operations supports support data. patial data. pessment. may be deemed nec  | rt data.   | above mentioned a  | ctivities.   |  |  |
|  | ENG1-1-   | 1  | Pho  | A STANDARD OF THE RESIDENCE AND A STANDARD OF THE STANDARD OF  | Dook al - J - D  |  |  |  |  |
|  |   |  | 22,938   | Competency-Based<br>Qualification<br>Standard  | Bachelor's Degree<br>relevant to the job<br>Bachelor's degree in<br>ECE, EE and other<br>related Engineering<br>field.   | None required  | None required  | RA 1080  | Geospatial<br>Information<br>& Communi-<br>cations<br>Technology<br>Division |
| Technical<br>Competencies<br>required  | ncies System Rese   |  |  |  | I<br>Communication Technolo<br>sign 5) Application De  |  | Management 2) Dat  | abase Build-up a   | nd Integration 3)  |
| Job Description:   | 2. Analyzes a<br>3. Provides h  | nd prepare<br>elp-desk se  | es inventory<br>ervices to c   | y report on ICT reso<br>lients   | nd installs of ICT resourc<br>urces<br>ecessary to carry out the   |  | activities.  |  |  |
| One (1)<br>Computer<br>Programmer<br>II  | COMPRO  |  | Php<br>30,531  | CSC Minimum<br>Requirement  Competency-Based Qualification Standard  | Bachelor's Degree relevant to the job  Preferably in Computer Science, BS Information Technology and other related field   | One (1) year of<br>relevant<br>experience<br>Preferably with<br>experience in<br>application<br>development  | Four (4) hours of<br>relevant training<br>Preferably with<br>relevant training<br>in application<br>development  | CS<br>Professional<br>Second Level<br>Eligibility  | Geospatial Information & Communications Technology Division                  |
| Technical<br>Competencies<br>required  | cal Technology<br>ncies Basic compe   | ICT) Resou   | irce Manag   | gement 2) Databas  |  |  |  | lion and Commun  | ication  |
|  | 2. Assists in<br>3. Analyzes<br>4. Conducts<br>5. Conducts<br>iption: 6. Conducts   | designing lo<br>ligitized and<br>research or<br>data invent<br>preventive<br>the mainter   | ogical solut<br>d statistical<br>n data man<br>ory for the<br>and correct<br>nance and<br>ring and ev<br>ce planning   | tions.  I data and assists in lagement and security information System tive maintenance of installation of ICT resyluating of ICT resyluating of ICT resyluating and research  | the drafting of the Requ<br>ty standards<br>of Strategic Program (ISS<br>ICT resources<br>asources<br>ources, projects and activ   | P) document  |  |  |  |
| F  | Compu<br>Progran<br>II<br>Techni<br>Compete<br>requir   | Technical Competencies required  Advance tech Technology (Basic competencies required  1. Writes, de 2. Assists in d. 3. Analyzes d. 4. Conducts d. 5. Conducts d. 6. Conducts d. 7. Assists in t. 7. Assists in t. 7. Assists in t. 7. Assists in t. 7. | Technical Competencies required  Advance technical competencies required  Advance technical competencies (accompetencies required)  Advance technical competencies on Section (accompetencies on Section (accompet | Technical Competencies required  Advance technical competencies on Technology (ICT) Resource Manag Basic competencies on System Resource Manag Basic compe | Technical Competencies required  Advance technical competencies on: 1)Application Dev Technology (ICT) Resource Management 2) Databas Basic competencies on System Research and Analysis 1. Writes, debugs, tests, and modifies application systems, and assists in designing logical solutions.  3. Analyzes digitized and statistical data and assists in 4. Conducts research on data management and security. Conducts data inventory for the Information Systems ob Description:  6. Conducts preventive and corrective maintenance of 7. Assists in the maintenance and installation of ICT resource planning and research | Computer Programmer II  Technical Competencies required  Advance technical competencies on: 1)Application Development, Intermediate Technology (ICT) Resource Management 2) Database Build-up and Integration Basic competencies on System Research and Analysis  1. Writes, debugs, tests, and modifies application systems. 2. Assists in designing logical solutions. 3. Analyzes digitized and statistical data and assists in the drafting of the Required 4. Conducts research on data management and security standards 5. Conducts data inventory for the Information System Strategic Program (ISS) ob Description:  7. Assists in the maintenance and installation of ICT resources 8. Assists in the monitoring and evaluating of ICT resources, projects and active 9. Assists in ICT resource planning and research | NAMRIAB-COMPRO2-3-1998  Technical Competencies required  Advance technical competencies on: 1)Application Development, Intermediate technical competency Basic competencies on System Research and Analysis  1. Writes, debugs, tests, and modifies application systems.  2. Assists in designing logical solutions.  3. Analyzes digitized and statistical data and assists in the drafting of the Requirements Analysis ob Description:  6. Conducts preventive and corrective maintenance of ICT resources  7. Assists in the maintenance and installation of ICT resources, projects and activities.  9. Assists in ICT resource planning and research | NAMRIAB-COMPRO2-3-1998 SG 15 Php 30,531 Competency-Based Qualification Standard Stan | NAMRIAB-COMPRO2-3-1998   |



|                                | APPLICATION CHECKLIST  |                                | APPLICATION CHECKLIST  |
|--------------------------------|--|--------------------------------|--|
| 1987*                          | NAMRIA-RSP-Form02 Rev01  | * 1987 *                       | NAMRIA-RSP-Form02 Rev01  |
| <b>Secretarization</b>         | st shall be submitted to HRMS for their verification   |                                | shall be submitted to HRMS for their verification  |
|                                | <ul> <li>Application Letter (indicating the position being applied for and its corresponding item number)</li> </ul>   | 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   | 2.                             | PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017); csc.gov.ph   |
| 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 Commitment and Review (IPCR) Form (for government employees)  |
| 5                              | . Photocopies of the following:  | 5.                             | Photocopies of the following:  |
| 5.1                            | College/High school Diploma  5.2 Transcript of Records (TOR)   | 5.1                            | College/High school 5.2 Transcript of Records (TOR) Diploma  |
| 5.3                            | 8 Valid Professional 5.4 CSC - Authenticated Career Regulation Commission (PRC) License*   | 5.3                            | Valid Professional Regulation Commission (PRC) License*  5.4 CSC - Authenticated Career Service Eligibility*   |
| 5.5                            | Certificate/s of Previous 5.6 Service Record* Employment*  | 5.5                            | Certificate/s of Previous 5.6 Service Record* Employment*  |
|                                | 7 Certificates of Trainings Attended*  5.8 Certificate of Award/ Recognition conferred by recognized and prestigious awarding bodies *   |                                | 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)  | 5.7.1                          | Applicant's Qualification form (for Outsider)  |
| * If applic                    | able   | * If applica                   | ble  |
|                                | HRMS (signature)   |                                | HRMS (signature)   |
|                                |  | ord SOURCE on                  |  |
| 1907                           | APPLICATION CHECKLIST  NAMRIA-RSP-Form02 Rev01   | 1987                           | APPLICATION CHECKLIST  NAMRIA-RSP-Form02 Rev01   |
| Checklis                       | NAMRIA-RSP-Form02 Rev01  | Checklist                      | NAMRIA-RSP-Form02 Rev01  |
| hammand                        | NAMRIA-RSP-Form02 Rev01  |                                |  |
| 1.                             | NAMRIA-RSP-Form02 Rev01 St shall be submitted to HRMS for their verification  Application Letter (indicating the position being applied for and its  | 1.                             | NAMRIA-RSP-Form02 Rev01  shall be submitted to HRMS for their verification  Application Letter (indicating the position being applied for and its  |
| 1.                             | NAMRIA-RSP-Form02 Rev01  St shall be submitted to HRMS for their verification  Application Letter (indicating the position being applied for and its corresponding item number)  PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017);   | 1.                             | NAMRIA-RSP-Form02 Rev01  Is shall be submitted to HRMS for their verification  Application Letter (indicating the position being applied for and its corresponding item number)  PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017);   |
| 1.                             | NAMRIA-RSP-Form02 Rev01  St shall be submitted to HRMS for their verification  Application Letter (indicating the position being applied for and its corresponding item number)  PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017); csc.gov.ph  | 1. 2                           | NAMRIA-RSP-Form02 Rev01  It shall be submitted to HRMS for their verification  Application Letter (indicating the position being applied for and its corresponding item number)  PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017); csc.gov.ph  |
| 1                              | NAMRIA-RSP-Form02 Rev01  It shall be submitted to HRMS for their verification  Application Letter (indicating the position being applied for and its corresponding item number)  PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017); csc.gov.ph  Work Experience Sheet (CSC Form No. 212)* (csc.gov.ph)  Photocopies of two (2) recent Individual Performance Commitment   | 1. 2. 3. 4.                    | NAMRIA-RSP-Form02 Rev01  It shall be submitted to HRMS for their verification  Application Letter (indicating the position being applied for and its corresponding item number)  PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017); csc.gov.ph  Work Experience Sheet (CSC Form No. 212)* (csc.gov.ph)  Photocopies of two (2) recent Individual Performance Commitment and   |
| 1. 2. 3. 4. 5.                 | NAMRIA-RSP-Form02 Rev01  St shall be submitted to HRMS for their verification  Application Letter (indicating the position being applied for and its corresponding item number)  PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017); csc.gov.ph  Work Experience Sheet (CSC Form No. 212)* (csc.gov.ph)  Photocopies of two (2) recent Individual Performance Commitment and Review (IPCR) Form (for government employees)   | 1. 2. 3. 4. 5.                 | NAMRIA-RSP-Form02 Rev01  It shall be submitted to HRMS for their verification  Application Letter (indicating the position being applied for and its corresponding item number)  PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017); csc.gov.ph  Work Experience Sheet (CSC Form No. 212)* (csc.gov.ph)  Photocopies of two (2) recent Individual Performance Commitment and Review (IPCR) Form (for government employees)   |
| 1. 2. 3. 4. 5. 5.1             | NAMRIA-RSP-Form02 Rev01  St shall be submitted to HRMS for their verification  Application Letter (indicating the position being applied for and its corresponding item number)  PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017); csc.gov.ph  Work Experience Sheet (CSC Form No. 212)* (csc.gov.ph)  Photocopies of two (2) recent Individual Performance Commitment and Review (IPCR) Form (for government employees)  Photocopies of the following:  College/High school  5.2 Transcript of Records (TOR)  | 1. 2. 3. 4. 5. 5.1             | NAMRIA-RSP-Form02 Rev01  Is shall be submitted to HRMS for their verification  Application Letter (indicating the position being applied for and its corresponding item number)  PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017); csc.gov.ph  Work Experience Sheet (CSC Form No. 212)* (csc.gov.ph)  Photocopies of two (2) recent Individual Performance Commitment and Review (IPCR) Form (for government employees)  Photocopies of the following:  College/High school  5.2 Transcript of Records (TOR)  |
| 1. 2. 3. 4. 5. 5.1 5.3         | NAMRIA-RSP-Form02 Rev01  St shall be submitted to HRMS for their verification  Application Letter (indicating the position being applied for and its corresponding item number)  PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017); csc.gov.ph  Work Experience Sheet (CSC Form No. 212)* (csc.gov.ph)  Photocopies of two (2) recent Individual Performance Commitment and Review (IPCR) Form (for government employees)  Photocopies of the following:  College/High school Diploma  5.2 Transcript of Records (TOR) Diploma  5.4 CSC - Authenticated Career Service Eligibility*   | 1. 2. 3. 4. 5. 5.1 5.3         | NAMRIA-RSP-Form02 Rev01  It shall be submitted to HRMS for their verification  Application Letter (indicating the position being applied for and its corresponding item number)  PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017); csc.gov.ph  Work Experience Sheet (CSC Form No. 212)* (csc.gov.ph)  Photocopies of two (2) recent Individual Performance Commitment and Review (IPCR) Form (for government employees)  Photocopies of the following:  College/High school Diploma  5.2 Transcript of Records (TOR)  Valid Professional Regulation Commission  5.4 CSC - Authenticated Career Service Eligibility*   |
| 1. 2. 3. 4. 5. 5.1 5.3 5.5     | NAMRIA-RSP-Form02 Rev01  St shall be submitted to HRMS for their verification  Application Letter (indicating the position being applied for and its corresponding item number)  PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017); csc.gov.ph  Work Experience Sheet (CSC Form No. 212)* (csc.gov.ph)  Photocopies of two (2) recent Individual Performance Commitment and Review (IPCR) Form (for government employees)  Photocopies of the following:  College/High school Diploma  S Valid Professional Regulation Commission (PRC) License*  5.6 Service Record*   | 1. 2. 3. 4. 5. 5.1 5.3 5.5     | NAMRIA-RSP-Form02 Rev01  It shall be submitted to HRMS for their verification  Application Letter (indicating the position being applied for and its corresponding item number)  PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017); csc.gov.ph  Work Experience Sheet (CSC Form No. 212)* (csc.gov.ph)  Photocopies of two (2) recent Individual Performance Commitment and Review (IPCR) Form (for government employees)  Photocopies of the following:  College/High school Diploma  Valid Professional Regulation Commission (PRC) License*  5.4 CSC - Authenticated Career Service Eligibility*  Certificate/s of Previous Employment*  5.8 Certificate of Award/ Recognition conferred by recognized and prestigious   |
| 1. 2. 3. 4. 5. 5.1 5.3 5.5 5.7 | NAMRIA-RSP-Form02 Rev01  St shall be submitted to HRMS for their verification  Application Letter (indicating the position being applied for and its corresponding item number)  PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017); csc.gov.ph  Work Experience Sheet (CSC Form No. 212)* (csc.gov.ph)  Photocopies of two (2) recent Individual Performance Commitment and Review (IPCR) Form (for government employees)  Photocopies of the following:  College/High school Diploma  S Valid Professional Regulation Commission (PRC) License*  5.4 CSC - Authenticated Career Service Eligibility*  5.6 Service Record*  Certificate/s of Previous Employment*  5.8 Certificate of Award/ Recognition conferred by recognized and prestigious awarding bodies *  Applicant's Qualification form (for Outsider) | 1. 2. 3. 4. 5. 5.1 5.3 5.5 5.7 | NAMRIA-RSP-Form02 Rev01  It shall be submitted to HRMS for their verification  Application Letter (indicating the position being applied for and its corresponding item number)  PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017); csc.gov.ph  Work Experience Sheet (CSC Form No. 212)* (csc.gov.ph)  Photocopies of two (2) recent Individual Performance Commitment and Review (IPCR) Form (for government employees)  Photocopies of the following:  College/High school Diploma  Valid Professional Regulation Commission (PRC) License*  Certificate/s of Previous Employment*  5.4 CSC - Authenticated Career Service Eligibility*  Certificates of Trainings Attended*  5.8 Certificate of Award/ Recognition conferred by recognized and prestigious awarding bodies *  Applicant's Qualification form (for Outsider) |