



## 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 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 **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;

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 **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 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:** \_\_\_\_\_

**JAN 31 2019**

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

For queries, applicants may contact HRMS at 8105458

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

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

LOVP 2019-0001

**JAN 21 2019**



**LIST OF VACANT POSITIONS as of JANUARY 2019**  
**GEOSPATIAL INFORMATION SYSTEMS MANAGEMENT BRANCH - (15) Vacant Position/s**

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No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
3	One (1) Media Production Specialist II	NAMRIAB-MPXS2-1-1998	SG 15	Php 30,531	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 Information Services Division
					Competency-Based Qualification Standard		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		
	Technical Competencies required	Possesses intermediate technical competencies on: (1) Media Production; (2) Information, Education, and Communication (IEC) and Partnership Management; (3) Client Service; and (4) Geomatics Training Management								
	Job Description:	(1) Conceptualizes, designs, and prepares publications, editorial and writing materials, media relations materials, and audio-visual media materials (2) Conducts research on/handles preparation of/pre-IEC campaign and partnership development (3) Leads the provision of geospatial information products and services (4) Provides technical assistance to participants and assists the resource person in all aspects of the geomatics training								
4	One (1) Media Production Specialist I	NAMRIAB-MPXS1-2-1998	SG 11	Php 20,754	CSC Minimum Requirement	Bachelor's Degree relevant to the job	None required	None required	CS Professional Second Level Eligibility	Geospatial Information Services Division
					Competency-Based Qualification Standard		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		
	Technical Competencies required	Possesses basic technical competencies on: (1) Media Production; (2) Information, Education, and Communication (IEC) and Partnership Management; (3) Client Service; and (4) Geomatics Training Management								
	Job Description:	(1) Prepares basic publications, media relations materials, and audio-visual media materials (2) Identifies and describes the agency's products and services (3) Identifies and describes the standard procedure in handling client requests/queries (4) Prepares necessary geomatics training materials								
5	One (1) Media Production Assistant	NAMRIAB-MPXSAS-2-1998	SG 8	Php 16,758	CSC Minimum Requirement	Completion of at least two (2) years of relevant college education	One (1) year of relevant work experience	Four (4) hours of relevant training	CS Sub Professional First Level Eligibility	Geospatial Information Services Division
					Competency-Based Qualification Standard		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		



[illegible]

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No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
11	<b>One (1) Data Controller II</b>	NAMRIAB-DCTL2-16-2014	SG 8	Php 16,758	CSC Minimum Requirement	Completion of two (2) years studies in college or highschool graduate with relevant vocational/ trade course	One (1) year of relevant experience	Four (4) hours of relevant training	CS Sub-Professional 1st Level Eligibility	Geospatial Database Management Division
				Competency-Based Qualification Standard	Preferably in GIS		Preferably in office automation			
		Technical Competencies required	Has the ability to perform / execute the following technical competencies: 1) Database Build-up and integration							
	Job Description:	1. Operates word processing, spreadsheet and other data encoding software. 2. Encodes and reviews statistical or operations support data. 3. Collects spatial and/or operations support data. 4. Digitizes analogue data to geospatial data. 5. Conducts data requirements assessment. 6. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.								
12	<b>One (1) Engineer I</b>	NAMRIAB-ENG1-1-1998	SG 12	Php 22,938	CSC Minimum Requirement	Bachelor's Degree relevant to the job	None required	None required	RA 1080	Geospatial Information & Communications Technology Division
				Competency-Based Qualification Standard	Bachelor's degree in ECE, EE and other related Engineering field.					
		Technical Competencies required	Basic technical competencies on: 1) Information and Communication Technology (ICT) Resource Management 2) Database Build-up and Integration 3) System Research and Analysis 4)Database/System Design 5) Application Development							
	Job Description:	1. Performs preventive and corrective maintenance, and installs of ICT resources 2. Analyzes and prepares inventory report on ICT resources 3. Provides help-desk services to clients 4. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.								
13	<b>One (1) Computer Programmer II</b>	NAMRIAB-COMPRO2-3-1998	SG 15	Php 30,531	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 Information & Communications Technology Division
				Competency-Based Qualification Standard	Preferably in Computer Science, BS Information Technology and other related field	Preferably with experience in application development	Preferably with relevant training in application development			
		Technical Competencies required	Advance technical competencies on: 1)Application Development, Intermediate technical competencies on: 1) Information and Communication Technology (ICT) Resource Management 2) Database Build-up and Integration 3) Database/System Design Basic competencies on System Research and Analysis							
	Job Description:	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 Report (RAR) 4. Conducts research on data management and security standards 5. Conducts data inventory for the Information System Strategic Program (ISSP) document 6. Conducts preventive and corrective maintenance of ICT resources 7. Assists in the maintenance and installation of ICT resources 8. Assists in the monitoring and evaluating of ICT resources, projects and activities. 9. Assists in ICT resource planning and research 10. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities								
				***	NOTHING FOLLOWS			***		





## APPLICATION CHECKLIST

NAMRIA-RSP-Form02 Rev01

### 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:
- |  |  |
|--|--|
| <input type="checkbox"/> 5.1 College/High school Diploma                             | <input type="checkbox"/> 5.2 Transcript of Records (TOR)   |
| <input type="checkbox"/> 5.3 Valid Professional Regulation Commission (PRC) License* | <input type="checkbox"/> 5.4 CSC - Authenticated Career Service Eligibility*   |
| <input type="checkbox"/> 5.5 Certificate/s of Previous Employment*                   | <input type="checkbox"/> 5.6 Service Record*   |
| <input type="checkbox"/> 5.7 Certificates of Trainings Attended*                     | <input type="checkbox"/> 5.8 Certificate of Award/ Recognition conferred by recognized and prestigious awarding bodies * |
| <input type="checkbox"/> 5.7.1 Applicant's Qualification form (for Outsider)         |  |
- \* If applicable

HRMS (signature)



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