

Map your future with us!

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

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. 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.
- 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. For any correction in the PDS or additional attachment to submitted document, a **Client Request Form** shall be accomplished.
- 8. 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.
- 9. Acceptance of application shall be from 1:00 pm till 5:00 pm.

For queries, applicants may contact HRMS at 8105458



LIST OF VACANT POSITIONS as of JUNE 2018

NAMRIA-HRM-NMSP-FORM3-REV. 0

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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 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).

e) Photocopy of College Diploma and Trans	cript of Records (TOR).
Deadline of submission is on	
Posted Date: JUN 2 7 2018	CONCEPCION A. BRINGAS Chief, Administrative Division
Posted by: 1 st Validation (5 th day of posting) by: 2 nd Validation (10 th day of posting) by: I OVP- 2018-0005	Usec. PETER N. TIANGCO, PhD Administrator



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

LIST OF VACANT POSITIONS as of JUNE 2018 SUPPORT SERVICES BRANCH - (7) Vacant Position/s

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
					CSC Minimum Requirement	Master's degree or Certificate in Leadership and Management from CSC	Four (4) years of supervisory/ management experience	Forty (40) hours of supervisory/ management learning and development	CS Professional Second Level Eligibility	Policy and Planning Division
	One (1) Planning Officer V	NAMRIAB- PLO5-1-1998	SG 24	Php 73,299.00	Competency-Based Qualification Standard	Preferably with a Bachelor's Degree in Economics, Statistics, Finance, Management, Business and Engineering	Preferably with experience in planning and controlling the different activities in the agency	intervention undertaken within the last 5 years		
1	Technical Competencies required	Has the abil 3.) Policy Fo			ecute Superior tec	hnical competencies or	n: 1.) Planning a	nd Programming 2	.) Monitoring a	nd Evaluation
	Job Description:	3. Leads the 4. Leads the 5.Finalizes a 6. Leads the 7. Oversees 8. Finalizes	the plann conduct conduct gency pe conduct the form the policy	ing guidel of an ann of the Properformance of consul- nulation of reports f	ines for the formulual planning work ogram Review and e report for submit tation workshops		pased on the plan conitoring and eva ctor and oversight meworks.	ning guidelines. aluation.	nistrator.	
					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	Management Audit Section, Financial Management
	One (1) Administrative Officer IV (Management and Audit Analyst II)	NAMRIAB- ADOF4-14- 2004	SG 15	Php 29,010.00	Competency-Based Qualification Standard	Preferably Degree in Accounting/ Accountancy/ Commerce/ Business Administration Major in Accounting or other related course	Preferably with experience in management audit work	Preferably training in in financial management/ management audit courses		Division
2	Technical Competencies required		lity to pe	rform / ex		chnical competencies on 1.) G			rations Audit aration 3.) Bu	udget
	Job Description:	required, at 2. Prepares 3. Discusses 4. Addressed divisions. 5. Prepares 6. Identifies 7. Processe 8. Records, 9. Prepares	Idit risks, Internal	and adeq Audit Rep ely audit f uestions/c d Financia allocations ement vou and sumi ion for ren	uacy of internal ar ort with correspor indings and recom- larifications regan I Plans based on to based on the Wo uchers, payrolls ar marizes financial t	and WFP and AP/Plan uditing guidelines and particular guidelines and particular guidelines and particular guidelines. The set guidelines and Financial Plans and other claims to verificansactions and events concerned offices and essary.	procedures. s and recommend ee head. n guidelines and y accuracy, comp s in accordance w	lations on administr procedures to the c leteness and validit ith generally accept	ative and techronic and techronic and techronic and technology of claims.	nical operations. rtments/ principles.

Nō.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
					CSC Minimum Requirement	Bachelor's Degree relevant to the job	None required	None required	CS Professional Second Level	Records Management Section,
	One (1) Administrative Officer I (Records Officer I)	NAMRIAB- ADOF1-18- 2004	SG 10	Php 18,718.00	Competency-Based Qualification Standard	Preferably degree in management, business, social sciences or other related course	Preferably with experience in records management/ administrative services work	Preferably with . relevant training in records management/ administrative services	Eligibility	Administra- tive Division
3	Technical Competencies required	Assistance S	Skills			g technical competencio				
	Job Description:	of records a 2. Maintains materials/ed 3. Maintains 4. Maintains	nd docum the reco quipment record o	nents for e rd schedu based on if complian ronic file o	easy reference or le of retention and frequency of use nce of each branch of records/docume	d disposal of each bran of records. n/division in the Record	ch/division by tak	ing into considerati	on the flow of	
					CSC Minimum Requirement	Bachelor's Degree relevant to the job	None required	None required	CS Professional Second Level	Cashier Section, Administrative
	One (1) Administrative Officer I (Cashier I)	NAMRIAB- ADOF1-22- 2004	SG 10	Php 18,718.00	Competency-Based Qualification Standard	Preferably in Mathematics, Statistics, Engineering, Natural/Physical Science or any related field	Preferably with experience in cash management work	Preferably with . relevant training in cash management courses	Eligibility	Division
4	Technical Competencies required	Has the abil Assistance S		form / ex	ecute the following	g technical competenci	es on: 1.) Cash M	lanagement 2.) Cl	erical/Secretari	al/Executive
	Job Description:	 Answers Maintains Posts and Maintains Impleme 	suppliers and reco Indexes cash on onth	and emp ords cash all office hand ledg d manage	loyees' queries an control. s payments. Jer and petty cash ment processes fo	propriety of checks for d follow-ups regarding and other cash advan- or the HRMD as per ISC and necessary to carry o	checks and releaces. O standards for fa	ster retrieval of file		
					CSC Minimum Requirement	Completion of two years studies in college	One (1) year of releveant experience	Four (4) hours of relevant training	CS Sub- Professional 1st Level Eligibility	Transport Engineering Section,
	One (1) Engineering Assistant	NAMRIAB- ENGAS-2- 1998	SG 8	Php 16,282.00	Competency-Based Qualification Standard	Preferably engineering course	Preferably with experience in minor repair and maintenance of motor vehicles	engineering undertaken within the last five years		Engineering Services Division
5	Technical Competencies required					g technical competence / Executive Assistance		 Maintenance 2.) Er	 mergency Prepa	aredness and
	Job Description:	tasks. 2. Demonst 3. Conducts 4. Checks a 5. Coordina 6. Drafts ro	rates how periodicall availabates with outine bus	w to provio inspection le fire and different usiness corr	de assistance to a ns to determine a safety equipment units / offices and respondence for re	enance and minor repail Il emergency victims. Ind to assess hazards, r It to ensure that it is op agencies programs and eview of superior. Issary by the division c	risks within NAMR perational and sen d activities for spe	IA. viceable. ecific end - user and		housekeeping

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
					CSC Minimum Requirement	Completion of two (2) years studies in college	One (1) year of releveant experience	Four (4) hours of relevant training	CS Sub- Professional 1st Level Eligibility	Human Resource Development Section (HRDS),
6	One (1) Administrative Aide VI (Clerk III)	NAMRIAB- ADAG-6-2004	SG 6	Php 14,340.00	Competency-Based Qualification Standard	Preferably in BS Behavioral, management, social sciences or other related course	Preferably with experience in HRM and development work	Preferably in HR management and development courses within the last 2 years		Administrativ e Division
0	Technical Competencies required				ecute the following n: 1.) Learning an	 g technical competenci d Development	es: 1.) Clerical /	Secretarial / Execut	ive Assistance	 Skills. Possesse
	Job Description:	 Implemer Coordinat Assists in Encodes 	nts record tes with of the facility office cor other tas	d manager lifferent u tation of t responder sk related	ment processes for hits/offices and ag he learning activit nce for review of s		standards for fas as and activities fo	ster retrieval of files or specific end-users	and purposes	
		immediate s	uperviso							
	-	immediate s	uperviso	•	CSC Minimum Requirement	Completion of two (2) years studies in	One (1) year of releveant	Four (4) hours of	CS Sub- Professional 1st Level Eligibility	
	One (1) Administrative Aide VI (Clerk III)	immediate s NAMRIAB- ADA6-7-2004	56.6	Php 14,340.00	Requirement			Four (4) hours of relevant training Preferably in library of records management within the last 5 years	Professional	Section,
7	Administrative Aide VI (Clerk	NAMRIAB- ADA6-7-2004 Has the abil	SG 6	Php 14,340.00 form / exc	Requirement Competency-Based Qualification Standard	(2) years studies in college Preferably in BS management, business, social sciences or other related course g technical competence	releveant experience Preferably with experience in library or records management work	relevant training Preferably in library of records management within the last 5 years	Professional 1st Level Eligibility	Section, Administrativ e Division
7	Administrative Aide VI (Clerk III) Technical Competencies	NAMRIAB-ADA6-7-2004 Has the abil basic technic labeling, ba 2. Gathers 6. 3. Conducts 4. Compiles 5. Assists in 6. Impleme	simple re r coding, data and physical classifier meeting ints record other ta	Php 14,340.00 form / exectencies of the provision compiles I inventory distracts and in tild managersk related	Competency-Based Qualification Standard ecute the following in: 1.) Library Man and preservation of covers, date di ibrary statistics for of library holdings to technical journ ne preparation of iment processes.	(2) years studies in college Preferably in BS management, business, social sciences or other related course g technical competencingement n processes and does note slips, cards, serial repriodic reports	releveant experience Preferably with experience in library or records management work les: 1.) Clerical /	relevant training Preferably in library of records management within the last 5 years Secretarial / Execut ssing of library mate	Professional 1st Level Eligibility tive Assistance erials such as a	Section, Administrativ e Division Skills. Possesse



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LIST OF VACANT POSITIONS as of JUNE 2018

MAPPING AND GEODESY BRANCH - (1) Vacant Position

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
					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	Photogra- mmetry Division, Mapping and Geodesy
1	One (1) Aerial Photo Analyst II	NAMRIAB- APA2-1-1998	SG 16	Php 31,765.00	Competency-Based Qualification Standard	Preferably with a Bachelor's Degree in Geodetic Engineering or other related earth science courses		Preferably with training in photogra-mmetric mapping specially in aerial photography		Branch (MGB)
	Technical					g technical competenci				
	Competencies required	Possesses b	asic tech	nical comp	etencies on: 1)Ca	artographic Enhanceme	nt 2)Geodetic Su	rvey 3)Reprography	and Printing	
	Job Description:	2. Undertake mosaics and 3. Performs photo contro 4. Executes	es the pro managir photo-in- ol and tie aerial tria	oduction of oduction of of nece dexing and points from the oduction of the odu	of orthophoto/imag ssary computer p	aluation and verification sitive film.	d satellite images			
				***		NOTHING FOLLOW	'S	***		

APPLICATION CHECKLIST	APPLICATION CHECKLIST
Checklist shall be submitted to HRMS for their verification	Checklist shall be submitted to HRMS for their verification
Application Letter (indicating the position being applied for and its corresponding item number)	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
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 5.2 Transcript of Records (TOR)	5.1 College/High school 5.2 Transcript of Records (TOR)
5.3 Valid Professional Segulation Commission Career Service Eligibility* (PRC) License*	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*	5.5 Certificate/s of Previous Employment* 5.6 Service Record*
5.7 Certificates of Trainings 5.8 Certificate of Award/ Attended* Seconition conferred by	5.7 Certificates of Trainings 5.8 Certificate of Award/Recognition conferred
recognized and prestigious awarding bodies * form (for Outsider)	by recognized and prestigious 5.7.1 Applicant's Qualification awarding bodies * form (for Outsider)
* If applicable ————————————————————————————————————	* If applicable HRMS (signature)
TIKI'IS (SIGNACUIE)	กหาง (รเนาสเนาย)
general and	METALIS &
APPLICATION CHECKLIST	APPLICATION CHECKLIST
Part 1	power of
APPLICATION CHECKLIST	APPLICATION CHECKLIST
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HRMS (signature)

HRMS (signature)