



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).**

Deadline of submission is on JUL 11 2018.


CONCEPCION A. BRINGAS
Chief, Administrative Division

Posted Date: JUN 27 2018

Posted by: _____

1st Validation (5th day of posting) by: _____

2nd Validation (10th day of posting) by: _____

LOVP- 2018-0005


Usec. PETER N. TIANGCO, PhD
Administrator

[illegible]

[illegible]

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
6	One (1) Administrative Aide VI (Clerk III)	NAMRIAB-ADA6-6-2004	SG 6	Php 14,340.00	CSC Minimum Requirement	Completion of two (2) years studies in college	One (1) year of relevant experience	Four (4) hours of relevant training	CS Sub-Professional 1st Level Eligibility	Human Resource Development Section (HRDS), Administrative Division
					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		
	Technical Competencies required	Has the ability to perform / execute the following technical competencies: 1.) Clerical / Secretarial / Executive Assistance Skills. Possesses basic technical competencies on: 1.) Learning and Development								
	Job Description:	1. Assists HRMOs in the preparation and administration of various personnel and training and development functions. 2. Implements record management processes for the HRMD as per ISO standards for faster retrieval of files. 3. Coordinates with different units/offices and agencies HRMD programs and activities for specific end-users and purposes. 4. Assists in the facilitation of the learning activity. 5. Encodes office correspondence for review of superior. 6. Performs other task related to Secretarial / Executive Assistance / Committee support as deemed necessary by the division chief / immediate supervisor.								
7	One (1) Administrative Aide VI (Clerk III)	NAMRIAB-ADA6-7-2004	SG 6	Php 14,340.00	CSC Minimum Requirement	Completion of two (2) years studies in college	One (1) year of relevant experience	Four (4) hours of relevant training	CS Sub-Professional 1st Level Eligibility	Library Section, Administrative Division
					Competency-Based Qualification Standard	Preferably in BS management, business, social sciences or other related course	Preferably with experience in library or records management work	Preferably in library of records management within the last 5 years		
	Technical Competencies required	Has the ability to perform / execute the following technical competencies: 1.) Clerical / Secretarial / Executive Assistance Skills. Possesses basic technical competencies on: 1.) Library Management								
	Job Description:	1.Performs simple reproduction and preservation processes and does mechanical processing of library materials such as accessioning, labeling, bar coding, provision of covers, date due slips, cards, serial recording, etc. 2. Gathers data and compiles library statistics for periodic reports 3. Conducts physical inventory of library holdings. 4. Compiles classified abstracts to technical journals and prepares bibliographies and other lists of reference. 5. Assists in meetings and in the preparation of minutes of the meeting. 6. Implements record management processes. 7. Performs other task related to Secretarial / Executive Assistance / Committee support as deemed necessary by the division chief / immediate supervisor.								
				***	(END OF SSB POSTING)			***		



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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

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
1	One (1) Aerial Photo Analyst II	NAMRIAB-APA2-1-1998	SG 16	Php 31,765.00	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	Photogrammetry Division, Mapping and Geodesy Branch (MGB)
					Competency-Based Qualification Standard	Preferably with a Bachelor's Degree in Geodetic Engineering or other related earth science courses	Preferably with experience in photogrammetric mapping specially in aerial photography	Preferably with training in photogrammetric mapping specially in aerial photography		
	Technical Competencies required	Has the ability to perform / execute the following technical competencies: 1)Photogrammetric Mapping Possesses basic technical competencies on: 1)Cartographic Enhancement 2)Geodetic Survey 3)Reprography and Printing								
	Job Description:	1. Performs stereo compilation on digital workstations in the production of line maps. 2. Undertakes the production of orthophoto/image maps, georeferenced satellite images, differentially and conventionally rectified photo mosaics and managing of necessary computer programs. 3. Performs photo-indexing and assists in the evaluation and verification of the quality of aerospace imageries acquired, transferring of photo control and tie points from photo to diapositive film. 4. Executes aerial triangulation measurements. 5. Performs other related tasks as deemed necessary.								
				***	NOTHING FOLLOWS			***		



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 *
 - ☐ 5.7.1 Applicant's Qualification form (for Outsider)

* If applicable

HRMS (signature)



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