

## LIST OF VACANT POSITIONS as of March 2021

NAMRIA-RSP-Form03 Rev02

### 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 email at hrmsrecruitment@namria.gov.ph the original scanned copies of the following application documents (per position applied for)
  - a. Application letter, indicating the vacant position being applied for and its corresponding item number addressed to:

# Usec. PETER N. TIANGCO, PhD, CESO I 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 (CS Form No. 212 Attachment Work Experience Sheet) (csc.gov.ph)
- d. Two (2) recent Individual Performance Commitment and Review (IPCR) Form or its equivalent (for government employees); and
- e. Other Application Documents:
- e.1) Certificates of Trainings Attended:
- e.3) Authenticated Certificate of Eligibility issued by the CSC or CESB (as needed);
- e.5) College Diploma and Transcript of Records (TOR).

- e.2) Certificate/s of Previous Employment;
- e.4) Valid Professional License issued by PRC/SC/ MARINA/ authorized regulatory

agencies (as needed); and

- 2. The original and photocopy of the scanned documents shall be presented for HR authentication upon request of the HR Officer.
  - 2.a The photocopy of documents shall be placed in a long brown envelope with the Application Checklist (See posting attachment)
- 3. External applicants shall download and accomplish the **Applicant's Qualification form** (http://www.namria.gov.ph/downloads/hr/applicantqualificationform.xlsx) and email it, in excel format, along with the required documents.
- 4. The email subject or title shall follow this format: **APPLICATION FOR <POSITION TITLE>\_<ITEM NUMBER>\_<Full Name of Applicant>** (e.g. APPLICATION FOR ADMINISTRATIVE OFFICER II\_NAMRIAB-ADOF2-17-2005\_Maria Natividad)
- 5. Only applications submitted on time and with COMPLETE DOCUMENTARY REQUIREMENTS shall be considered.
- 6. The Scanned documentary requirements submitted shall only be used for the position applied for. A maximum of three (3) positions can be applied by the applicants.
- 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:	APR 0 7 2021

For queries, applicants may contact HRMS at 88105458

ATTY. JESSIE M. RACIMO
OIC Chief, Administrative Division

Usec. PETER N. TIANGCO, PhD, CESO I

Administrator

LOVP-2021-0003 (SSB)

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LIST OF VACANT POSITIONS as of MARCH 2021 SUPPORT SERVICES BRANCH (SSB) - (1) Vacant Position/s

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
	One (1) NAM	NAMRIAB-	AMRIAB-		CSC Minimum Requirement	Bachelor's Degree relevant to the job	Two (2) years of relevant experience	Eight (8) hours of relevant training	CS Professional / Second Level Eligibility	Administrati e Division
1	Scientific Documentation Officer III	SDO3-1- 1998	18	Php 43,681.00	Competency-Based Qualification Standard					
	Technical Competencies required	inclusive wor	sses advance technical competencies on Library Management. And has leadership competencies on: Buidling collaborative, ive working relationships, Managing performance and coaching for results; Leading change; Thinking strategically and vely; and Creating and nurturing a high performing organization							
	Job Description:	<ol> <li>Repackage</li> <li>Supervises</li> <li>Supervises</li> <li>Supervises</li> </ol>	es informat the mecha the presen the physic	er NAMRIA offices on the acquisition of library materials on materials and prepares/updates library forms, manual, flyers, handbook, etc. anical and technical processing of information materials vation of invaluable library collections al maintenance of the library area, holdings and equipment reference/referral services						
			***		NOTHING FOLLOWS	5	***		T	



	APPLICATION CHECKLIST		APPLICATION CHECKLIST
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Chec	klist shall be submitted to HRMS for their verification	Checklist	shall be submitted to HRMS for their verification
	<ol> <li>Application Letter (indicating the position being applied for and its corresponding item number)</li> </ol>	1.	Application Letter (indicating the position being applied for and its corresponding item number)
	<ol><li>PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017); csc.gov.ph</li></ol>	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)
	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 Diploma  5.2 Transcript of Records (TOR)
	5.3 Valid Professional Regulation Commission (PRC) License*  5.4 CSC - Authenticated Career Service Eligibility*	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 5.6 Service Record* Employment*
	5.7 Certificates of Trainings Attended*  5.8 Certificate of Award/ Recognition conferred by recognized and prestigious awarding bodies *	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) oplicable	* If applica	Applicant's Qualification form (for Outsider) ble
	HRMS (signature)		HRMS (signature)
		ácties.	
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