



## 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](mailto: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](http://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 07 2021

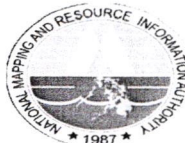
For queries, applicants may contact HRMS at 88105458

  
**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
1	One (1) Scientific Documentation Officer III	NAMRIAB-SDO3-1-1998	18	Php 43,681.00	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	Administrative Division
				Competency-Based Qualification Standard						
		Technical Competencies required	Possesses advance technical competencies on Library Management. And has leadership competencies on: Building collaborative, inclusive working relationships, Managing performance and coaching for results; Leading change; Thinking strategically and creatively; and Creating and nurturing a high performing organization							
	Job Description:	1. Coordinates with other NAMRIA offices on the acquisition of library materials 2. Repackages information materials and prepares/updates library forms, manual, flyers, handbook, etc. 3. Supervises the mechanical and technical processing of information materials 4. Supervises the preservation of invaluable library collections 5. Supervises the physical maintenance of the library area, holdings and equipment 6. Supervises client and reference/referral services								
			***	NOTHING FOLLOWS			***			



