

LIST OF VACANT POSITIONS as of FEBRUARY 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 nandated to act as the "Central Mapping and Resource Information Agency of the government. Our vision is to be the center of excellence, building a geospatially-empowered Philippin

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. For Applications sent through email, the subject should be read as: "Position applied Item Number Full Name of Applicant" (e.g. Administrative Officer II NAMRIAB-ADOF2-15-2004 Maria Natividad).
 - b. Application letter, indicating the vacant position being applied for and its corresponding item number addressed to:

Usec. PETER N. TIANGCO, Ph.D., CESO I

Administrator, NAMRIA

- c. Properly accomplished Personal Data Sheet (CS Form 212 Revised 2017); NAMRIA employees are required to update their Electronic PDS (EPDS) account
- d. Work Experience Sheet (CSC Form No. 212) (csc.gov.ph)
- e. Two (2) recent Individual Performance Commitment and Review (IPCR) Form (for government employees); and
- f. Other Application Documents:

e.1) Certificates of Trainings Attended:

e.3) Civil Service Commission-Authenticated e.5) College Diploma and Transcript of Records (TOR).

Career Service Eligibility (as needed);

e.2) Certificate/s of Previous

Employment;

e.4) Valid Professional Regulation Commission (PRC) License (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 along with the required documents to hrmsrecruitment@namria.gov.ph with APPLICATION FOR (POSITION- DIVISION) as email subject.
- 4. Only applications submitted on time and with COMPLETE DOCUMENTARY REQUIREMENTS shall be considered.
- 5. 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.
- 6. 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.

MAR 0 2 2021

7. DEADLINE OF APPLICATION:

LOVP 2021-001 (SSB,RDAB,GISMB,HB)

ATTY, JESSIE M. RACIMO OIC Chief, Administrative Division

Administrator

N. TIANGCO, Ph.D., CESO I

For queries, applicants may contact HRMS at 88105458

Jsec. PETER

ARECORDS MANAGEMENT

APPROVED FOR PUBLICATION BULLETIN BOARD

☐ NEWSPAPER

OTHERS

BY: ZENAIDA A. LEANO

AO V (Records Officer 11)
DATE: FFR 1 9 2021



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LIST OF VACANT POSITION as of FEBRUARY 2021

HYDROGRAPHY BRANCH (HB) - (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) Cartographer II NAMRIAB- CGR2-38- 1998 SG 08 PHP 18,251.00 PHP 18,251.00 PHP 18,251.00 PHP 18,251.00 Requirement									Nautical Charting Division
1	Technical Competencies required	Has the ability to perform / execute technical competencies on: 1.) Nautical Cartography 2.) Geographic Information System (GIS) skills								
	1. Has knowledge of IHO Chart Standards and Specifications. 2. Identifies, verifies and applies chart corrections. 3. Processes raster backdrop and produces initial vector chart. 4. Gathers data and navigational information applicable to chart compilation and/or updating. 5. Knows how to convert file formats from paper chart to ENC. 6. Identifies non-essential features on the paper chart to be deleted on the ENC. 7. Creates cell boundary. 8. Sets metadata objects. 9. Perform other related tasks as may be deemed necessary to carry out the above mentioned activities.									
		1		*** NOT	HING FOLL	.ows ***				



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LIST OF VACANT POSITIONS as of FEBRUARY 2021

SUPPORT SERVICES BRANCH (SSB) - 2 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) Accountant II	NAMRIAB- A2-2012	SG 16	Php 36,628.00		ss Administration major in Accounting	One (1) year of relevant experience	Four (4) hours of relevant training	RA 1080	Accounting Section, Financial and Management Division (FMD)		
	Technical Competencies required	Has the ability to perform / execute the following technical competencies on: 1.) General Accounting 2.) Budget Preparation 3.) Budget Administration and Control 4.) Financial Audit 5.) Operations Audit										
1	Job Description:	 Reviews and posts all transactions in the books per NGAS. Reviews, verifies and analyzes account balances. Maintains inter-agency accounts reconciliation and makes necessary adjustments Verifies documents/reports for completeness in compliance with government and various oversight agencies. Prepares Work and Financial Plan (WFP) and Audit Program (AP), as well as draft internal policies, guidelines, and procedures. Conducts internal audit and drafts findings and recommendations on corrective measures and/or actions on identified deficiencies and weaknesses in the financial management system. Assesses the completeness and reliability of the working papers and other requirements in the Internal Audit Report. Prepares report on follow through of actions taken based on audit recommendations pertaining to the agency's financial management systems. Knows the areas for improvement on cost efficiency, processes, procedures, and quality improvement to be included in audit scope and delimitations. Documents administrative and operational systems and procedures with the aid of flowcharting and other auditing tools while assisting in the conduct of audit. Identifies critical areas or audit risks pertaining to agency operations in the preparation of reports and proposals. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities. 										
	One (1) Engineering Assistant	NAMRIAB- ENGAS-2- 1998	SG 08	Php 18,251.00	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	Transport Engineering Section, Engineering Services Division (ESD)		
	Technical Competencies required					wing technical co ce Skills 3.) Eme						
1. Assists in the inspection and operation, maintenance and minor repair of motor vehicles; and ensures maintenance of housek tasks. 2. Demonstrates how to provide assistance to all emergency victims. 3. Coordinates with various stakeholders on the emergency preparedness and disaster management program. 4. Conducts periodic inspections to determine and to assess hazards, risks within NAMRIA. 5. Checks all available fire and safety equipment to ensure that it is operational and serviceable. 6. Coordinates with different units / offices and agencies programs and activities for specific end - user and purposes. 7. Drafts routine business correspondence for review of superior. 8. Assists in meetings and prepare minutes of the meeting. 9. Reviews, verifies and maintains information into databases. 10. Implements record management processes for executive/office 11. Performs other related tasks as deemed necessary by the division chief/immediate supervisor.												

*** NOTHING FOLLOWS ***



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LIST OF VACANT POSITIONS as of FEBRUARY 2021

	GEOSPA	TIAL INFO	DRMATIO	N SYSTE	M MANAG	EMENT BRAI	NCH (GISM	B)-(7)	Vacant Po	sition/s		
No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment		
	One (1) Information Systems Analyst II	NAMRIAB- INFOSA2-5- 1998	SG 16	PHP 36,628.00	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	Geospatial Systems Development Division (GSDD)		
	Technical Competencies required		s the ability to perform / execute the following technical competencies on: 1)Database/System Design 2)System Research and alysis 3) Application Development and 4)Database Build-Up and Integration									
1	Job Description:	2. Understand: 3. Conducts and 4. Conducts dal 5. Designs res 6. Assists in the 7. Writes, debu 8. Translates sy 9. Implements 10. Checks the 11. Analyzes ge 12. Conducts re 13. Conducts dal 13. Conducts dal 14. Conducts dal 15. Conducts dal 16. Conducts dal 17. Conducts dal 18. Conducts dal 1	. Translates data/system analysis requirements into database/system design specifications. . Understands strategic system planning. . Conducts and interprets client requirements assessment. . Conducts database/system requirements analysis. . Designs research or survey questionnaires. . Designs research or survey questionnaires. . Assists in the drafting of system quality, standards, policies, and plans. . Writes, debugs, tests, and modifies application systems. . Translates system design document into computer applications. Implements and maintains application systems. 0. Checks the operations and functionalities of application systems 1. Analyzes geospatial and operations support information. 2. Conducts research on data management and security standards. 3. Conducts data inventory for information system strategic planning. 4. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities									
	One (1) Information Systems Analyst III	NAMRIAB- INFOSA3-6- 1998	SG 19	PHP 48,313.00	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	Geospatial Systems Development Division (GSDD)		
	Technical Competencies required		Has the ability to perform / execute the following technical competencies on: 1.) Database System Design 2.) Application Development 3.) System Research Analysis 4.) Databae Build-up and Integration									
1. Leads the conduct of IS strategic planning. 2. Verifies the results of database/system design. 3. Conducts coaching and mentoring on database/system design documentation. 4. Verifies application development output. 5. Prepares report concerning application development activites. 6. Conducts coaching and mentoring on application system development. 7. Verifies the results of client requirements assessment and system requirements analysis. 8. Leads the development of system-related standards, policies, and procedures on system research and analysis. 9. Prepares report concerning system research and analysis and/or information system strategic planning activities. 10. Verifies the integrity and reliability of geospatial and operations support databases. 11. Performs backup and recovery operations for geospatial and operations support databases. 12. Verifies the integrity and reliability of the data inventory. 13. Conducts coaching and mentoring on database build-up, integration, and maintenance. 14. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities.												
	One (1) Information Systems Analyst II	NAMRIAB- INFOSA2-2- 1998	SG 16	PHP 36,628.00	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	Geospatial Information Services Division (GISD)		
	Technical Competencies required									ation, Education, and Archiving		
3	Job Description:	Communication (IEC) and Partnership Management 3.) Client Service 4.) Geomatics Training Management 5.) Archiving 1. Writes fact sheets, feature articles, audio-visual presentation scripts, speeches, and messages. 2. Handles the conduct of press conferences, media briefings, and press coverage of NAMRIA activities. 3. Edits video using appropriate video editing software 4. Gathers and creates artworks using a variety of media and techniques to depict objects, people, nature, or events for printed media materials and exhibits. 5. Develops operational plans, e.g., schedules, budget, resource persons, directory, etc. in managing an activity/event. 6. Prepares basic communication such as invitation letters, confirmation of participants, office order, etc. 7. Undertakes process documentation and prepares an end-of-activity report. 8. Prepares promotional letters/emails 9. Assists in the conduct of activity/event 10. Creates links between products, applications, and services in a way that makes sense to the client. 12. Presents key selling messages using appropriate promotional materials 13. Knows client complaint handling 14. Collaborates with all parties (i.e., clients, technical assistants, resource persons and other NAMRIA units) that are concerned with the smooth implementation of all geomatics training programs. 15. Prepares and maintains a roster of technical personnel with areas of specialization to comprise the pool of resource persons and technical assistants. 16. Handles administrative concerns before, during, and after the conduct of the training courses. 17. Maintains archival collection and preservation 18. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities										

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment				
	One (1) Media Production Specialist II	NAMRIAB- MPXS2-2-1998	SG 15	PHP 33,575.00	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	Geospatial Information Services Division (GISD)				
	Technical Competencies required		s the ability to perform / execute the following technical competencies on: 1.) Media Production 2.) Information, Education, and mmunication (IEC) and Partnership Management 3.) Client Service 4.) Geomatics Training Management 5.) Archiving											
4	Job Description:	1. Writes fact sheets, feature articles, audio-visual presentation scripts, speeches, and messages. 2. Handles the conduct of press conferences, media briefings, and press coverage of NAMRIA activities. 3. Edits video using appropriate video editing software. 4. Gathers and creates artworks using a variety of media and techniques to depict objects, people, nature, or events for printed media materials and exhibits. 5. Develops operational plans, e.g., schedules, budget, resource persons, directory, etc. in managing an activity/event. 6. Prepares basic communication such as invitation letters, confirmation of participants, office order, etc. 7. Undertakes process documentation and prepares an end-of-activity report. 8. Integrates results of client needs-assessment survey. 9. Assists in the conduct of activity/event 10. Creates links between products, applications, and services in a way that makes sense to the client. 11. Provides client/data services on geospatial information 12. Presents key selling messages using appropriate promotional materials. 13. Collaborates with all parties (i.e., clients, technical assistants, resource persons and other NAMRIA units) that are concerned with the smooth implementation of all geomatics training programs. 14. Assists in developing course design/content, manuals, procedures, multimedia visual aids and other training materials. 15. Compiles and generates the training evaluation summary and the profile reports of the participants. 16. Prepares and maintains a roster of technical personnel with areas of specialization to comprise the pool of resource persons and technical assistants. 17. Maintains and updates the physical filing of the materials. 18. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities.												
	One (1) Administrative Aide VI (Clerk III)	NAMRIAB- ADA6-13-2014	SG 06	PHP 16,200.00	CSC Minimum Requirement	Completion of two (2) years studies in college	None Required	None Required	CS Sub- Professional First Level Eligibility	Geospatial Information Services Division (GISD)				
	Technical Competencies for assessment	2.) Media Pro	s the ability to perform / execute the following technical competencies on: 1.) Clerical/Secretarial/Executive Assistance Skills Media Production 3.) Information, Education, and Communication (IEC) and Partnership Management 4.) Client Service Geomatics Training Management 6.) Archiving											
5	Job Description:	1. Screens, classifies, prioritizes and reviews all incoming documents for action/signature of official concerned. 2. Gathers data and other information required by the official concerned in relation to his /her duties and assignments. 3. Assists in arranging meetings. 4. Creates, maintains and enters information into databases. 5. Operates office equipment such as fax/scanner/copying machines. 6. Maintains scheduling and events calendar. 7. Knows and demonstrates telephone and other communication skills (i.e. clarifying, providing feedback). 8. Assists in filing and record keeping of reports, memos and other communications as per ISO standards and principles of 5S. 9. Prepares and distributes information kits/materials 10. Prepares necessary training materials (program, evaluation forms, certificates, IDs, attendance sheets, etc.) 11. Monitors attendance of trainees 12. Maintains centralized filing system for all training documents 13. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities												
	One (1) Information Systems Researcher II	NAMRIAB- INFOSR2-4- 1998	SG 14	PHP 30,799.00	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	Geospatial Information and Communications Technology Division (GICTD)				
	Technical Competencies for assessment		nagement 2.)	Database B		chnical competer				on Technology (ICT) system Design				
6		1. Conducts preventive and corrective maintenance of ICT resources 2. Leads in the maintenance and installation of ICT resources 3. Assists in the monitoring and evaluating of ICT resources, projects and activities. 4. Installs, monitors, administers and secures the network system and other ICT resources and their performance. 5. Assists in ICT resource planning and research 6. Operates word processing, spreadsheet and other data encoding software 7. Conducts client requirements assessment interviews 8. Conducts Client Requirements Assessment (CRA) interviews 9. Maintains all documents related to IS research and analysis activities 10. Collects ICT related data for the Information System Strategic Program (ISSP) 11. Collects relevant data or information from the RAR for input to Database Design (DD)/System Design (SD) document 12. Assists in writing, debugging, testing, and modifying application systems 13. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities												

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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		
	One (1) Computer Maintenance Technologist I	NAMRIAB- CTMT1-1-1998	SG 11	PHP 23,877.00	CSC Minimum Requirement	Bachelor's Degree relevant to the job	None Required	None Required	CS Professional Second Level Eligibility	Geospatial Information and Communications Technology Division (GICTD)		
	Technical Competencies for assessment	Resource Mar	as the ability to perform / execute the following technical competencies on: 1) Information and Communication Technology (ICT) esource Management 2.) Database Build-up and Integration 3.) System Research and Analysis 4.) Database/System Design) Application Development									
7	Job Description:	2. Installs ICT n 3. Provides help 4. Analyzes and 5. Operates wo 6. Encodes state 7. Maintains all 8. Assists in the specifications w 9. Assists in the	. Performs preventive and corrective maintenance of ICT resources Installs ICT resources . Provides help-desk services to clients Analyzes and prepares inventory report on ICT resources Operates word processing, spreadsheet and other data encoding software . Encodes statistical or non-spatial data . Maintains all documents related to IS research and analysis activities . Assists in the translation of data/system analysis requirements into design specifications ranslates system analysis requirements into system design pecifications with supervision Assists in the implementation and maintenance of application systems 0. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities									

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LIST OF VACANT POSITIONS as of FEBRUARY 2021

RESOURCE DATA ANALYSIS BRANCH (RDAB) - (5) 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		
	Two (2) Remote Sensing Technologist II	NAMRIAB-RST2- 15-1998 NAMRIAB-RST2- 16-1998	SG 15	PHP 33,575.00	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	Geospatial Integration Division (GID)		
	Technical Competencies required		as the ability to perform/execute the following technical competencies on: 1.) Surveying and Mapping 2.) Remote Sensing Sk .) Environment and natural resource Data Analysis									
i	Job Description:	Conducts data of Conducts basic Conducts basic Conducts basic Conducts basic Conducts basic Conducts basic Conducts Conducts	Performs surveying and thematic mapping activities. Conducts data gathering and prepares preliminary base/thematic maps. Conducts basic research on ENR related data. Gathers remotely-sensed and ENR-related data. Downloads satellite imageries. Performs data archiving. Gathers and compiles ENR data from a variety of sources (e.g. field observation, satellite imagery). Prepares metadata and other documentation requirements. Operates and maintains GIS system hardware, software and other related equipment. Documents all ENR project activities and prepares progress and other reports. Assists in the development and establishment of ENR data bases for GIS-supported projects. Generates geographic data and statistics for incorporation. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.									
	Two (2) Remote Sensing Technologist II	NAMRIAB-RST2- 28-1998 NAMRIAB-RST2- 33-1998	SG 15	PHP 33,575.00	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	Land Classification Division (LCD)		
	Technical Competencies required		Has the ability to perform/execute the following technical competencies on: 1.) Surveying and Mapping 2.) Remote Sensing Skill 3.) Environment and natural resource Data Analysis									
2	Job Description:	1. Conducts reconnaissance survey boundary and interior surveys in the implementation of land classification, mangrove swamp zonification and related survey. 2. Operates surveying instruments and equipment in preparing summaries, charts, tabulations or surveys and related data obtained in the implementation of land classification/swamp zonification survey. 3. Observes and establishes project control points by establishing concrete monuments indicative boundaries between classified forest lands and alieanable disposable areas 4. Assesses, validates and delineates/ demarcates boundaries of various land use allocation by conducting census of the occupants within the area, compiling of land classification, including the inventory of existing vegetation such as timber and collection of other bio-physical data. 5. Processes field survey data related to land and coastal resources survey and mapping to assist the chief of party in preparing reports of completed projects. 6. Undertakes preliminary mapping by plotting individual survey notes, tracing and compiling same and preparing preliminary compilation map of land classification project area. 7. Prepares thematic maps such as forest/land cover, coastal resources, low-lying, forestland population maps and technical report. 8. Conducts research into the application or enhancement of remote sensing methodologies applicable to land and coastal resource mapping. 9. Compiles ENR data from a variety of sources (e.g. field observation, satellite imagery). 10. Operates and maintains GIS system hardware, software and other related equipment. 11. Documents all ENR project activities and prepares progress and other reports. 12. Assists in the development and establishments of ENR data bases for GIS-supported projects. 13. Generates geographic data and statistics for incorporation into documents and reports. 14. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.										

5	One (1) Engineer II	NAMRIAB-ENG2- 22-1998	SG 16	PHP 36,628.00	CSC Minimum Requirement	Bachelor's Degree in Engineering relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	RA 1080	Land Classification Division (LCD)	
	Technical Competencies required		as the ability to perform/execute the following technical competencies on: 1.) Surveying and Mapping 2.) Remote Sensing Skills) Environment and natural resource Data Analysis								
3	Job Description:	related survey. 2. Operates survey topographic and the superves and ealieanable disposa 4. Assesses, validarea, compiling of 5. Processes field related to land clabel. Undertakes prelimmediate supervir. Participates in corpepares correction 8. Pre-processes medical supervirus of the supervirus conducts visual 10. Conducts field 11. Prepares them	ring instrumentematic mapstablishes proble areas and deling land classification summers are proofs an emotely-sensial and/or digit validation a latic maps suarch into the data from a maintains GI ENR project mplementatic maplementatic maplementatic mapsummers are prospectively.	ents and equipies and other reloject control peneates/ demarcation, including by performing prices and invey and mapping by engaging arches and invey dispersional and accuracy as inches and peneate application or variety of sour S system hards and develop on and develop on and develop on and develop and on and develop	ment in gatherin ated publication oints by establis cates boundaries go the inventory computations in oing. In a layouting, estigations amorards for topogram of remotely-sessment of intend cover, coastalenhancement of ces (e.g. field oware, software prepares programment of basic Comment of	g and compiling s. hing concrete mo of various land of existing veget the design of mo plotting and con ong definite lines ophic and thematicansed data. Prepreted remotely all resources, low-fremote sensing bservation, satell ind other related ss and other repatits techniques/ a st.	data and statis onuments indicuse allocation in attornation such as traps, analyzes a struction of mass. I sensed data. I lying, forestlar methodologies ite imagery). equipment. orts. upplications.	ative boundaries by conducting of imber and colle aps of land class ning proposed and population in s applicable to	the design and as between classes of the census of the cection of other utions to simple sistification processification proce	occupants within the r bio-physical data. le technical problems ject area for review of engineering projects and	
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*** NOTHING FOLLOWS ***

APPLICATION CHECKLIST	APPLICATION CHECKLIST
NAMRIA-RSP-Form04 Rev02	NAMRIA-RSP-Form04 Rev02
1. Application Letter (indicating the position being applied for corresponding item number)	
2. PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 20 csc.gov.ph	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 Cor 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 Reco	ords (TOR) 5.1 College/High school 5.2 Transcript of Records (TOR) Diploma
5.3 Valid Professional Regulation Commission (PRC) License* 5.4 CSC - Authenticat 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 Awa Recognition conferecognized and properties awarding bodies of the company of	erred by Attended* Recognition conferred by restigious recognized and prestigious
HRMS (signature)	HRMS (signature)
APPLICATION CHECKLIST	APPLICATION CHECKLIST
NAMRIA-RSP-Form04 Rev02	NAMRIA-RSP-Form04 Rev02
Checklist shall be submitted to HRMS for their verificat	tion Checklist shall be submitted to HRMS for their verification
Application Letter (indicating the position being applied for corresponding item number)	1. Application Letter (indicating the position being applied for and its corresponding item number)
2. PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 20 csc.gov.ph	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)
4. Photocopies of two (2) recent Individual Performance Cor 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 Reco	ords (TOR) 5.1 College/High school 5.2 Transcript of Records (TOR) Diploma
5.3 Valid Professional Regulation Commission (PRC) License* 5.4 CSC - Authenticat Service Eligibility*	
5.5 Certificate/s of Previous 5.6 Service Record*	5.5 Certificate/s of Previous 5.6 Service Record*

5.7 Certificates of Trainings

5.7.1 Applicant's Qualification form (for Outsider)

Attended*

* If applicable

5.8 Certificate of Award/

awarding bodies *

HRMS (signature)

Recognition conferred by

recognized and prestigious

5.7 Certificates of Trainings Attended*

5.7.1 Applicant's Qualification form (for Outsider)

* If applicable

5.8 Certificate of Award/

awarding bodies *

HRMS (signature)

Recognition conferred by

recognized and prestigious