



## 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 mandated 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 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. 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](http://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  
Career Service Eligibility (as needed);

e.5) College Diploma and Transcript of Records (TOR).

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](mailto: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.

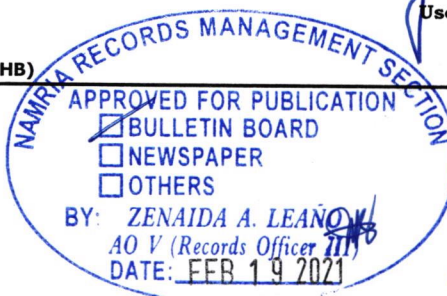
7. **DEADLINE OF APPLICATION:** MAR 02 2021

For queries, applicants may contact HRMS at 88105458

  
**ATTY. JESSIE M. RACIMO**  
OIC Chief, Administrative Division

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

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









## 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
<b>1</b>	<b>One (1) Accountant II</b>	NAMRIAB-AZ-2012	SG 16	Php 36,628.00	CSC Minimum Requirement	Bachelor's Degree in Commerce/Business 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	<b>Has the ability to perform / execute the following technical competencies on:</b> 1.) General Accounting 2.) Budget Preparation 3.) Budget Administration and Control 4.) Financial Audit 5.) Operations Audit								
	Job Description:	1. Reviews and posts all transactions in the books per NGAS. 2. Reviews, verifies and analyzes account balances. 3. Maintains inter-agency accounts reconciliation and makes necessary adjustments 4. Verifies documents/reports for completeness in compliance with government and various oversight agencies. 5. Prepares Work and Financial Plan (WFP) and Audit Program (AP), as well as draft internal policies, guidelines, and procedures. 6. Conducts internal audit and drafts findings and recommendations on corrective measures and/or actions on identified deficiencies and weaknesses in the financial management system. 7. Assesses the completeness and reliability of the working papers and other requirements in the Internal Audit Report. 8. Prepares report on follow through of actions taken based on audit recommendations pertaining to the agency's financial management systems. 9. Knows the areas for improvement on cost efficiency, processes, procedures, and quality improvement to be included in audit scope and delimitations. 10. Documents administrative and operational systems and procedures with the aid of flowcharting and other auditing tools while assisting in the conduct of audit. 11. Identifies critical areas or audit risks pertaining to agency operations in the preparation of reports and proposals. 12. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.								
<b>2</b>	<b>One (1) Engineering Assistant</b>	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	<b>Has the ability to perform / execute the following technical competencies on:</b> 1.) Transport Repair and Maintenance 2.) Clerical / Secretarial / Executive Assistance Skills 3.) Emergency Preparedness and Disaster Management								
	Job Description:	1. Assists in the inspection and operation, maintenance and minor repair of motor vehicles ; and ensures maintenance of housekeeping 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**  
**GEOSPATIAL INFORMATION SYSTEM MANAGEMENT BRANCH (GISMB) - ( 7 ) Vacant Position/s**

[illegible]



No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
<b>4</b>	<b>One (1) Media Production Specialist II</b>	NAMRIAB-MPXSS-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	<b>Has the ability to perform / execute the following technical competencies on:</b> 1.) Media Production 2.) Information, Education, and Communication (IEC) and Partnership Management 3.) Client Service 4.) Geomatics Training Management 5.) Archiving								
	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.								
<b>5</b>	<b>One (1) Administrative Aide VI (Clerk III)</b>	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	<b>Has the ability to perform / execute the following technical competencies on:</b> 1.) Clerical/Secretarial/Executive Assistance Skills 2.) Media Production 3.) Information, Education, and Communication (IEC) and Partnership Management 4.) Client Service 5.) Geomatics Training Management 6.) Archiving								
	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 SS. 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								
<b>6</b>	<b>One (1) Information Systems Researcher II</b>	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	<b>Has the ability to perform / execute the following technical competencies on:</b> 1) Information and Communication Technology (ICT) Resource Management 2.) Database Build-up and Integration 3.) System Research and Analysis 4.) Database/System Design 5.) Application Development								
	Job Description:	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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3	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	Has the ability to perform/execute the following technical competencies on: 1.) Surveying and Mapping 2.) Remote Sensing Skills 3.) Environment and natural resource Data Analysis								
	Job Description:	<p>1. Conducts reconnaissance survey boundary and interior surveys in the implementation of land classification, mangrove swamp zonification and related survey.</p> <p>2. Operates surveying instruments and equipment in gathering and compiling data and statistics needed in the design and construction of topographic and thematic maps and other related publications.</p> <p>3. Observes and establishes project control points by establishing concrete monuments indicative boundaries between classified forest lands and alienable disposable areas</p> <p>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.</p> <p>5. Processes field survey data by performing computations in the design of maps, analyzes and submits solutions to simple technical problems related to land classification survey and mapping.</p> <p>6. Undertakes preliminary mapping by engaging in layouting, plotting and construction of maps of land classification project area for review of immediate supervisor.</p> <p>7. Participates in directed researches and investigations among definite lines of study concerning proposed cartographic engineering projects and prepares corrections proofs and names standards for topographic and thematic maps.</p> <p>8. Pre-processes remotely-sensed data.</p> <p>9. Conducts visual and/or digital interpretation of remotely-sensed data.</p> <p>10. Conducts field validation and accuracy assessment of interpreted remotely sensed data.</p> <p>11. Prepares thematic maps such as forest/land cover, coastal resources, low-lying, forestland population maps and technical report.</p> <p>12. Conducts research into the application or enhancement of remote sensing methodologies applicable to land and coastal resource mapping.</p> <p>13. Compiles ENR data from a variety of sources (e.g. field observation, satellite imagery).</p> <p>14. Operates and maintains GIS system hardware, software and other related equipment.</p> <p>15. Documents all ENR project activities and prepares progress and other reports.</p> <p>16. Assists in the implementation and development of basic GIS techniques/ applications.</p> <p>17. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.</p>								
*** NOTHING FOLLOWS ***										





## APPLICATION CHECKLIST

NAMRIA-RSP-Form04 Rev02

### 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:
- |  |  |
|--|--|
| <input type="checkbox"/> 5.1 College/High school Diploma                             | <input type="checkbox"/> 5.2 Transcript of Records (TOR)   |
| <input type="checkbox"/> 5.3 Valid Professional Regulation Commission (PRC) License* | <input type="checkbox"/> 5.4 CSC - Authenticated Career Service Eligibility*   |
| <input type="checkbox"/> 5.5 Certificate/s of Previous Employment*                   | <input type="checkbox"/> 5.6 Service Record*   |
| <input type="checkbox"/> 5.7 Certificates of Trainings Attended*                     | <input type="checkbox"/> 5.8 Certificate of Award/ Recognition conferred by recognized and prestigious awarding bodies * |
| <input type="checkbox"/> 5.7.1 Applicant's Qualification form (for Outsider)         |  |
- \* If applicable

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HRMS (signature)



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