



LIST OF VACANT POSITIONS as of (January 2022)

NAMRIA-RSP-Form03 Rev05

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** 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** (CSC 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);

e.6) Service Record (for government employees); and

e.7) Certificate of Award/ Recognition conferred by NAMRIA and other recognized and prestigious awarding bodies.

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>_<Division/Branch><Full Name of Applicant> (e.g. APPLICATION FOR ADMINISTRATIVE OFFICER II_NAMRIAB-ADO2-17-2005_AD/SSB 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 solely used for recruitment purposes and 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:** FEB 21 2022

For queries, applicants may contact HRMS at 88105458


ATTY. JESSIE M. RACIMO
OIC, Administrative Division




Usec. PETER N. TIANGCO, PhD, CESO I
Administrator 09 Feb. 2022



LIST OF VACANT POSITIONS as of JANUARY 2022
MAPPING AND GEODESY BRANCH (MGB) - (21) 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) Geophysicist II	NAMRIAB-GEOP2-1-1998	SG 15	PHP 35,097.00	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	Geodesy Division (GD)
	Technical Competencies required	Has the ability to perform/execute Technical Competencies on: 1) Geodetic Survey Possesses basic technical competencies on: 1) Photogrammetric Mapping 2) Cartographic Enhancement and 3) Reprography and Printing								
	Job Description:	1. Processes and adjusts GNSS, Leveling and Gravity Data. 2. Operates and calibrates GNSS, Leveling & Gravimeter Instrument. 3. Has knowledge in aerial photograph and satellite imagery interpretation. 4. Has basic knowledge in Computer Aided Design (CAD) software operation. 5. Has basic knowledge in map reading and database management. 6. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities								
2	One (1) Engineer II	NAMRIAB-ENG2-10-1998	SG 16	PHP 38,150.00	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	Photogrammetry Division (PD)
	Technical Competencies required	Has the ability to perform/execute Technical Competencies on: 1) Photogrammetric Mapping 2) Cartographic Enhancement Possesses basic technical competencies on: 1) Geodetic Survey 2) 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 may be deemed necessary to carry out the abovementioned activities								
3	One (1) Engineer I	NAMRIAB-ENG1-4-1998	SG 12	PHP 27,608.00	CSC Minimum Requirement	Bachelor's degree in Engineering relevant to the job	None Required	None Required	RA 1080	Photogrammetry Division (PD)
	Technical Competencies required	Has the ability to perform/execute Technical Competencies on: 1) Photogrammetric Mapping Possesses basic technical competencies on: 1) Geodetic Survey 2) Cartographic Enhancement and 3) Reprography and Printing								
	Job Description:	1. Performs stereo compilation plotting of conventional and digital line maps. 2. Executes aerial triangulation measurements. 3. Undertakes the production of orthophoto/image maps, georeferenced satellite images, differentially and conventionally rectified photo mosaics and managing of necessary computer programs. 4. Performs stereo compilation on digital workstations in the production of line maps. 5. Calibrates and maintains photogrammetric instrument assigned. 6. 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, mosaicking of photographs and georeferencing and classification of satellite imagery. 7. Collects, integrates and prepares manuscripts and other data needed for large scale topographic and image mapping project. 8. Assists in evaluation and verification of the quality of the quality of aerial photography and satellite images, maintenance and calibration of photogrammetric instruments and production of photo/image mosaics. 9. Assists in the measurements and recording of digital terrain model data. 10. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities								

4	One (1) Engineer I	NAMRIAB-ENG1-5-1998	SG 12	PHP 27,608.00	CSC Minimum Requirement	Bachelor's degree in Engineering relevant to the job	None Required	None Required	RA 1080	Photogrammetry Division (PD)
	Technical Competencies required	Has the ability to perform/execute Technical Competencies on: 1) Photogrammetric Mapping Possesses basic technical competencies on: -1) Geodetic Survey 2) Cartographic Enhancement and 3) Reprography and Printing								
	Job Description:	1. Performs stereo compilation plotting of conventional and digital line maps. 2. Executes aerial triangulation measurements. 3. Undertakes the production of orthophoto/image maps, georeferenced satellite images, differentially and conventionally rectified photo mosaics and managing of necessary computer programs. 4. Performs stereo compilation on digital workstations in the production of line maps. 5. Calibrates and maintains photogrammetric instrument assigned. 6. 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, mosaicking of photographs and georeferencing and classification of satellite imagery. 7. Collects, integrates and prepares manuscripts and other data needed for large scale topographic and image mapping project. 8. Assists in evaluation and verification of the quality of the quality of aerial photography and satellite images, maintenance and calibration of photogrammetric instruments and production of photo/image mosaics. 9. Assists in the measurements and recording of digital terrain model data. 10. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities								
5	One (1) Engineer I	NAMRIAB-ENG1-6-1998	SG 12	PHP 27,608.00	CSC Minimum Requirement	Bachelor's degree in Engineering relevant to the job	None Required	None Required	RA 1080	Photogrammetry Division (PD)
	Technical Competencies required	Has the ability to perform/execute Technical Competencies on: 1) Photogrammetric Mapping Possesses basic technical competencies on: 1) Geodetic Survey 2) Cartographic Enhancement and 3) Reprography and Printing								
	Job Description:	1. Performs stereo compilation plotting of conventional and digital line maps. 2. Executes aerial triangulation measurements. 3. Undertakes the production of orthophoto/image maps, georeferenced satellite images, differentially and conventionally rectified photo mosaics and managing of necessary computer programs. 4. Performs stereo compilation on digital workstations in the production of line maps. 5. Calibrates and maintains photogrammetric instrument assigned. 6. 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, mosaicking of photographs and georeferencing and classification of satellite imagery. 7. Collects, integrates and prepares manuscripts and other data needed for large scale topographic and image mapping project. 8. Assists in evaluation and verification of the quality of the quality of aerial photography and satellite images, maintenance and calibration of photogrammetric instruments and production of photo/image mosaics. 9. Assists in the measurements and recording of digital terrain model data. 10. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities								
6	One (1) Laboratory Technician II	NAMRIAB-LABT2-2-1998	SG 8	PHP 18,998.00	CSC Minimum Requirement	Completion of at least two years studies in college	One (1) year relevant experience	Four (4) hours relevant training	CS Sub-Professional / Laboratory Technician (MC 10 s. 2013)	Photogrammetry Division (PD)
	Technical Competencies required	Has the ability to perform/execute Technical Competencies on: 1) Photogrammetric Mapping 2) Geodetic Survey 3) Cartographic Enhancement and 4) Reprography and Printing								
	Job Description:	1. Performs conventional rectification and mosaicking of photographs of aerial photographs and operates all photogrammetric laboratory equipment. 2. Processes photographic negative and diapositive films and reproduces, enlarges and reduces aerial photography prints. 3. Performs aerial photo scanning on a high precision, high resolution single pass photogrammetric scanner. 4. Is responsible for achieving aerial photo negatives and scanned images. 5. Takes charge of the maintenance of photogrammetric and photographic laboratory equipment. 6. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities								
7	One (1) Administrative Aide VI (Clerk III)	NAMRIAB-ADA6-17-2004	SG 6	PHP 16,877.00	CSC Minimum Requirement	Completion of two years studies in college relevant to the job	None Required	None Required	CS Sub-Professional First Level Eligibility	Photogrammetry Division (PD)
	Technical Competencies required	Has the ability to perform/execute Technical Competencies on: 1) Clerical/Secretarial/Executive Assistant Skills								
	Job Description:	1. Coordinates with different units/offices and agencies programs and activities for specific end-users and purposes. 2. Drafts routine business correspondence for review of superior. 3. Assists in meetings and prepares minutes of the meeting. 4. Reviews, verifies and maintains information into databases. 5. Researches the details in resolving issues, analyzes findings, prioritizes and categorizes alternatives. 6. Discusses other concerns with superior. 7. Implements record management processes for the executive/office. 8. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities								

	One (1) Engineer II	NAMRIAB- ENG2-15- 1998	SG 16	PHP 38,150.00	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	Cartography Division (CD)
8	Technical Competencies required	Has the ability to perform/execute Technical Competencies on: 1) Cartographic Enhancement 2) Photogrammetric Mapping 3) Geodetic Survey and 4) Reprography and Printing								
	Job Description:	1. Designs cartographic symbols of geographic features for application on topographic and thematic maps. 2. Performs cartographic enhancement of digital maps for publication. 3. Reviews individual work for validity and accuracy of the technical details involved. 4. Has knowledge in advanced operation of Computer Aided Design (CAD) and cartographic software. 5. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities								
9	One (1) Cartographer III	NAMRIAB- CGR3-7- 1998	SG 11	PHP 25,439.00	CSC Minimum Requirement	Completion of two (2) years studies in college or High School Graduate with relevant vocational/ trade course	Two (2) years of relevant experience	Eight (8) hours of relevant training	CS Sub- Professional First Level Eligibility/ Cartographer (MC 10 s. 2013)	Cartography Division (CD)
	Technical Competencies required	Has the ability to perform/execute Technical Competencies on: 1) Cartographic Enhancement 2) Photogrammetric Mapping Possesses basic technical competencies on: 1) Geodetic Survey 2) Reprography and Printing								
	Job Description:	1. Designs cartographic symbols of geographic features for application on topographic and thematic maps. 2. Performs cartographic enhancement of digital maps for publication. 3. Reviews individual work for validity and accuracy of the technical details involved. 4. Performs advanced operation of Computer Aided Design (CAD) and cartographic software. 5. Performs field survey identification and verification using GPS or any necessary equipment. 6. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities								
10	One (1) Cartographer II	NAMRIAB- CGR2-7- 1998	SG 08	PHP 18,998.00	CSC Minimum Requirement	Completion of two (2) years studies in college or High School Graduate with relevant vocational/ trade course	One (1) year of relevant experience	Four (4) hours of relevant training	CS Sub- Professional First Level Eligibility/ Cartographer (MC 10 s. 2013)	Cartography Division (CD)
	Technical Competencies required	Has the ability to perform/execute Technical Competencies on: 1) Cartographic Enhancement 2) Photogrammetric Mapping Possesses basic technical competencies on: 1) Geodetic Survey 2) Reprography and Printing								
	Job Description:	1. Designs cartographic symbols of geographic features for application on topographic and thematic maps. 2. Performs cartographic enhancement of digital maps for publication. 3. Reviews Individual work for validity and accuracy of the technical details involved. 4. Has knowledge in the advance operation of Computer Aided Design (CAD) and cartographic software. 5. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.								
11	One (1) Cartographer II	NAMRIAB- CGR2-15- 1998	SG 08	PHP 18,998.00	CSC Minimum Requirement	Completion of two (2) years studies in college or High School Graduate with relevant vocational/ trade course	One (1) year of relevant experience	Four (4) hours of relevant training	CS Sub- Professional First Level Eligibility/ Cartographer (MC 10 s. 2013)	Cartography Division (CD)
	Technical Competencies required	Has the ability to perform/execute Technical Competencies on: 1) Cartographic Enhancement 2) Photogrammetric Mapping Possesses basic technical competencies on: 1) Geodetic Survey 2) Reprography and Printing								
	Job Description:	1. Designs cartographic symbols of geographic features for application on topographic and thematic maps. 2. Performs cartographic enhancement of digital maps for publication. 3. Reviews Individual work for validity and accuracy of the technical details involved. 4. Has knowledge in the advance operation of Computer Aided Design (CAD) and cartographic software. 5. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.								

	One (1) Cartographer I	NAMRIAB- CGR1-9- 1998	SG 06	PHP 16,877.00	CSC Minimum Requirement	Completion of two (2) years studies in college or High School Graduate with relevant vocational/ trade course	None Required	None Required	CS Sub- Professional First Level Eligibility/ Cartographer (MC 10 s. 2013)	Cartography Division (CD)
12	Technical Competencies required	Has the ability to perform/execute Technical Competencies on: 1) Cartographic Enhancement 2) Photogrammetric Mapping Possesses basic technical competencies on: 1) Geodetic Survey 2) Reprography and Printing								
	Job Description:	1. Prepares working drawings for topographic and thematic maps. 2. Has knowledge in map reading. 3. Has basic knowledge in the conversion of paper maps to digital format. 4. Has knowledge in basic operation of Computer Aided Design (CAD). 5. Assists in the conduct of field survey works such as identification and verification. 6. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities								
	One (1) Cartographer I	NAMRIAB- CGR1-6- 1998	SG 06	PHP 16,877.00	CSC Minimum Requirement	Completion of two (2) years studies in college or High School Graduate with relevant vocational/ trade course	None Required	None Required	CS Sub- Professional First Level Eligibility/ Cartographer (MC 10 s. 2013)	Cartography Division (CD)
13	Technical Competencies required	Has the ability to perform/execute Technical Competencies on: 1) Cartographic Enhancement 2) Photogrammetric Mapping Possesses basic technical competencies on: 1) Geodetic Survey 2) Reprography and Printing								
	Job Description:	1. Prepares working drawings for topographic and thematic maps. 2. Has knowledge in map reading. 3. Has basic knowledge in the conversion of paper maps to digital format. 4. Has knowledge in basic operation of Computer Aided Design (CAD). 5. Assists in the conduct of field survey works such as identification and verification. 6. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities								
	One (1) Cartographer I	NAMRIAB- CGR1-16- 1998	SG 06	PHP 16,877.00	CSC Minimum Requirement	Completion of two (2) years studies in college or High School Graduate with relevant vocational/ trade course	None Required	None Required	CS Sub- Professional First Level Eligibility/ Cartographer (MC 10 s. 2013)	Cartography Division (CD)
14	Technical Competencies required	Has the ability to perform/execute Technical Competencies on: 1) Cartographic Enhancement 2) Photogrammetric Mapping Possesses basic technical competencies on: 1) Geodetic Survey 2) Reprography and Printing								
	Job Description:	1. Prepares working drawings for topographic and thematic maps. 2. Has knowledge in map reading. 3. Has basic knowledge in the conversion of paper maps to digital format. 4. Has knowledge in basic operation of Computer Aided Design (CAD). 5. Assists in the conduct of field survey works such as identification and verification. 6. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities								
	One (1) Production Planning & Control Officer V	NAMRIAB- PPCO5-20- 2014	SG 24	PHP 88,410.00	CSC Minimum Requirement	Master's Degree of Certificate in Leadership Management from CSC or Certified Public Accountant (RA 1080)	Four (4) years of supervisory/ management experience	Forty (40) hours of supervisory/ management learning and development intervention undertaken within the last five (5) years	CS Professional Second Level Eligibility	Reprography and Printing Division (RPD)
15	Technical Competencies required	Possesses Advance Leadership Competencies and Superior Technical Competency in Reprography and Printing Possesses Basic Technical Competencies on: 1) Cartographic Enhancement 2) Geodetic Survey 3) Photogrammetric Mapping								
	Job Description:	1. Coordinates with other units of the agency regarding their reproduction work requirements. 2. Reviews existing work methodologies and instrumentation with the purpose of updating technology for the efficient performance of the division. 3. Plans the most economical and reproductive operation of the unit and establishes policies to implement such plans. 4. Researches the current trends and advancements in technology in printing and mass production of maps. 5. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities								

	One (1) Production Planning & Control Officer IV	NAMRIAB- PPCO4-1- 1998	SG 22	PHP 69,963.00	CSC Minimum Requirement	Bachelor's degree relevant to the job	Three (3) years of relevant experience	Sixteen (16) hours of relevant training	CS Professional Second Level Eligibility	Reprography and Printing Division (RPD)
16	Technical Competencies required	Possesses Advance Leadership Competencies and Superior Technical Competency in Reprography and Printing Possesses Basic Technical Competencies on: 1) Cartographic Enhancement 2) Geodetic Survey 3) Photogrammetric Mapping								
	Job Description:	1. Sets up quality control system to ensure that production work are done within standards. 2. Supervises the preventive maintenance of all equipment/machineries in the unit to minimize down time. 3. Plans work schedules for maximum performance and utilization of equipment. 4. Prepares report of the activities of staffs. 5. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities								
	One (1) Printing Quality Control Officer II	NAMRIAB- PQCO2-1- 1998	SG 14	PHP 32,321.00	CSC Minimum Requirement	Bachelor's Degree	One (1) year of relevant experience	4 hours of relevant training	CS Professional Second Level Eligibility	Reprography and Printing Division (RPD)
17	Technical Competencies required	Has the ability to perform/execute Technical Competencies on: 1) Reprography and Printing and 2) Cartographic Enhancement								
	Job Description:	1. Sets up quality control system to ensure that production work are done within standards. 2. Checks samples of reproduced copies for approval of superior. 3. Prepares reports of activities on quality control operations. 4. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities								
	One (1) Head Pressman	NAMRIAB- HPMAN-2- 1998	SG 13	PHP 29,798.00	CSC Minimum Requirement	High School Graduate	3 years of relevant experience	16 hours of relevant training	Pressman (MC 10 s. 2013)	Reprography and Printing Division (RPD)
18	Technical Competencies required	Has the ability to perform/execute Technical Competency on: 1) Reprography and Printing 2) Cartographic Enhancement								
	Job Description:	1. Implements quality control system to ensure that production works are done within standards. 2. Supervises the preventive maintenance of all equipment/machineries in the unit to minimize down time. 3. Plans work schedules for maximum performance and utilization of equipment. 4. Supervises adjustments and pre-setting of dampener and ink rollers. 5. Supervises blanket and plate cylinder clearances before printing a proof copy. 6. Checks samples of reproduced copies for approval of superior. 7. Distinguishes different types of paper used in printing. 8. Prepares report of the activities of staff. 9. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities								
	One (1) Photographer III	NAMRIAB- PHOTO3-7- 1998	SG 10	PHP 22,190.00	CSC Minimum Requirement	Highschool Graduate or Completion of relevant vocational/ trade course	Two (2) years of relevant experience	Eight (8) hours of relevant of training	Photographer (MC 10 s. 2013)	Reprography and Printing Division (RPD)
19	Technical Competencies required	Has the ability to perform / execute the following technical competencies: 1.) Reprography and Printing Possesses basic technical competencies on 1.) Cartographic Enhancement								
	Job Description:	1. Operates reproduction equipment. 2. Performs digital /conventional reprographic operations. 3. Performs maintenance of laboratory and other equipment. 4. Applies registration system on topographic and administrative map layout. 5. Prepares plotters proof for final validation and approval purposes. 6. Checks samples of reproduced printed plates for approval of superior. 7. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities								

	One (1) Printing Machine Operator II	NAMRIAB- PMACO2-9- 1998	SG 06	PHP 16,877.00	CSC Minimum Requirement	Highschool Graduate	None required	None required	Printing Machine Operator (MC 10 s. 2013)	Reprography and Printing Division (RPD)
20	Technical Competencies required	Has the ability to perform /execute the following technical competencies: 1.) Reprography and Printing Possesses basic technical competencies on: 1) Cartographic Enhancement								
	Job Description:	1. Assists in the analogue/ conventional reprographic operations. 2. Performs basic computer operations. 3. Assists in mass printing of maps. 4. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities								
	One (1) Photolithographic Technician I	NAMRIAB- PLT1-3- 1998	SG 06	PHP 16,877.00	CSC Minimum Requirement	Highschool Graduate or completion of relevant vocational/ trade course	None required	None required	Photographer (MC 10 s. 2013)	Reprography and Printing Division (RPD)
21	Technical Competencies required	Has the ability to perform/execute Technical Competency on: 1) Reprography and Printing								
	Job Description:	1. Assists in digital/ conventional reprographic operations. 2. Performs basic computer operations used in reprography and printing. 3. Assist in mass production of printed plates use for press proofing and mass production of Topographic maps. 4. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities								
*** NOTHING FOLLOWS ***										