

LIST OF VACANT POSITIONS as of (APRIL 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.6) Service Record (for government employees); and

- e.2) Certificate/s of Previous Employment;
- e.4) Valid Professional License issued by PRC/SC/MARINA/ authorized regulatory agencies (as needed);
- 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-ADOF2-17-2005_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:

MAY 0 2 2022

For queries, applicants may contact HRMS at 88105458.

APPROVED FOR PUBLICATION SULLETIN BOARD

NEWSPAPER

OTHERS
BY: ZÉNAIDA A. LEAÑO

AO V (Records Officer a)
DATE: APR 2 1 202

Usec. PETER N. TIANGCO, PhD, CESO I

they former and

Administrator

ATTY. JESSIE M. RACIMO

OIC, Administrative Division

LOVP-2022-002 JO (HB)



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LIST OF VACANT POSITIONS as of APRIL 2022 (JOB ORDER) HYDROGRAPHY BRANCH - (1) Vacant Position/s

POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
One (1) TIDE OBSERVER	Not/Appl	icable	Php 12,019.00	At least 2nd year college level or Senior High School graduate	None Required	None Required	None Required	Primary Tide Station, Tacloban City
Additional Competency required								
Job Description:								
	One (1) TIDE OBSERVER Additional Competency required	One (1) TIDE OBSERVER Additional Competency required 1. Knowledge 2. Preferable 1. Maintains da	One (1) TIDE OBSERVER Additional Competency required 1. Knowledgeable in 2. Preferably with ba	One (1) TIDE OBSERVER Not/Applicable Php 12,019.00 Additional Competency required 1. Knowledgeable in basic measu 2. Preferably with basic electrical 1. Maintains daily readings/recordings of the competency 2. Maintains daily readings/recordings of the competency 3. Maintai	One (1) TIDE OBSERVER Not/Applicable Not/Applicable Php 12,019.00 At least 2nd year college level or Senior High School graduate Additional Competency required 1. Knowledgeable in basic measurement readings; 2. Preferably with basic electrical/electronics back	One (1) TIDE OBSERVER Not/Applicable Php 12,019.00 At least 2nd year college level or Senior High School graduate None Required 1. Knowledgeable in basic measurement readings; required 2. Preferably with basic electrical/electronics background.	One (1) TIDE OBSERVER Not/Applicable Php 12,019.00 At least 2nd year college level or Senior High School graduate None Required Additional Competency required 1. Knowledgeable in basic measurement readings; 2. Preferably with basic electrical/electronics background. 1. Maintains daily readings/recordings of tides, temperature and salinity;	One (1) TIDE OBSERVER Not/Applicable Php 12,019.00 At least 2nd year college level or Senior High School graduate None Required Additional Competency required 1. Knowledgeable in basic measurement readings; 2. Preferably with basic electrical/electronics background. 1. Maintains daily readings/recordings of tides, temperature and salinity;



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LIST OF VACANT POSITIONS as of APRIL 2022 (JOB ORDER) HYDROGRAPHY BRANCH - (1) Vacant Position/s

POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
One (1) TIDE OBSERVER	Not/Appl	icable	Php 12,019.00	At least 2nd year college level or Senior High School graduate	None Required	None Required	None Required	Primary Tide Station, Puerto Princesa City
Additional Competency required	1. Knowledgeable in basic measurement readings; 2. Preferably with basic electrical/electronics background.							
Job Description:								
	One (1) TIDE OBSERVER Additional Competency required	One (1) TIDE OBSERVER Additional Competency required 1. Knowledge 2. Preferable 1. Maintains da	One (1) TIDE OBSERVER Additional Competency required 1. Knowledgeable in 2. Preferably with ba	One (1) TIDE OBSERVER Not/Applicable Php 12,019.00 Additional Competency required 1. Knowledgeable in basic measu 2. Preferably with basic electrica 1. Maintains daily readings/recordings of the competency of the competency and the competency required to the competency of the	One (1) TIDE OBSERVER Not/Applicable Not/Applicable Php 12,019.00 At least 2nd year college level or Senior High School graduate Additional Competency required 1. Knowledgeable in basic measurement readings; 2. Preferably with basic electrical/electronics back	POSITION No. Grade per Month Php 12,019.00 Senior High School graduate Additional Competency required 1. Knowledgeable in basic measurement readings; 2. Preferably with basic electrical/electronics background. 1. Maintains daily readings/recordings of tides, temperature and salinity;	POSITION No. Grade per Month Education Experience Training One (1) TIDE OBSERVER Not/Applicable Php 12,019.00 At least 2nd year college level or Senior High School graduate None Required Required Additional Competency required 1. Knowledgeable in basic measurement readings; 2. Preferably with basic electrical/electronics background. 1. Maintains daily readings/recordings of tides, temperature and salinity;	POSITION No. Grade per Month Education Experience Training Eligibility At least 2nd year college level or Senior High School graduate Required Required Required Additional Competency required 1. Knowledgeable in basic measurement readings; 2. Preferably with basic electrical/electronics background. 1. Maintains daily readings/recordings of tides, temperature and salinity;



APPLICATION CHECKLIST

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APPLICATION CHECKLIST

NAMRIA-RSP-Form04 Rev02

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Application Letter (indicating the position being applied for and its corresponding item number)			
PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017); csc.gov.ph			
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)			
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