LIST OF VACANT POSITIONS as of (MARCH 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**.
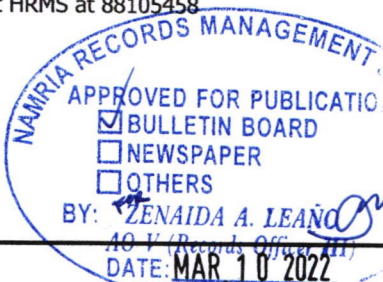
6. The Scanned documentary requirements submitted shall only be used for the position applied for. A maximum of three (3) positions can be applied by the applicants.

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:** MAR 2 1 2022

For queries, applicants may contact HRMS at 88105458

ATTY. JESSIE M. RACIMO
OIC, Administrative Division

APPROVED FOR PUBLICATION
☑ BULLETIN BOARD
☐ NEWSPAPER
☐ OTHERS
BY: ZENAIDA A. LEAÑO
AO V (Records Officer III)
DATE: MAR 1 0 2022

Usec. PETER N. TIANGCO, PhD, *CESO I*
Administrator

LOVP-2022-003 (GISMB AND HB)

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.

LIST OF VACANT POSITIONS as of MARCH 2022
GEOSPATIAL INFORMATION SYSTEMS MANAGEMENT BRANCH (GISMB) - (8) 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) Administrative Aide VI (Clerk III)	NAMRIAB-ADA6-13-2014	SG 06	PHP 16,877.00	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 required				Has the ability to perform/execute Technical Competencies on: 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 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					
2	One (1) Information Systems Researcher II	NAMRIAB-INFOSR2-1-1998	SG 14	PHP 32,321.00	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 Database Management Division (GDMD)
	Technical Competencies required				Has the ability to perform/execute Technical Competencies on: 1) Database Build-up, Integration and Maintenance 2) Information System (IS) Research					
	Job Description:				1. Verifies the results of client requirements assessment and system requirements analysis. 2. Leads the development of system-related standards, policies, and procedures on system research and analysis. 3. Prepares report concerning system research and analysis and/or information system strategic planning activities. 4. Conducts coaching and mentoring on system research and analysis. 5. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities					
3	One (1) Information Systems Researcher I	NAMRIAB-INFOSR1-1-1998	SG 10	PHP 22,190.00	CSC Minimum Requirement	Bachelor's degree relevant to the job	None Required	None Required	CS Professional Second Level Eligibility	Geospatial Database Management Division (GDMD)
	Technical Competencies required				Has the ability to perform/execute Technical Competencies on: 1) Database Build-up, Integration and Maintenance 2) Information System (IS) Research					
	Job Description:				1. Conducts and interprets client requirements assessment. 2. Conducts database/system requirements analysis. 3. Designs research or survey questionnaires. 4. Assists in the drafting of system quality, standards, policies, and plans. 5. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities					

#	Position	Item No.	SG	Salary	Eligibility(CSC)	Education	Experience	Training	Eligibility	Division
4	One (1) **Computer Programmer III**	NAMRIAB-COMPRO3-2-1998	SG 18	PHP 45,203.00	CSC Minimum Requirement	Bachelor's degree relevant to the job	Two (2) years of relevant experience	Eight (8) hours relevant training	CS Professional Second Level Eligibility	Geospatial System Development Division (GSDD)

Technical Competencies required: Has the ability to perform/execute Technical Competencies on: 1) Application Development 2) Database/System Design 3) System Research and Analysis and 4) Database Build-up and Integration

Job Description:
1. Verifies application development outputs.
2. Prepares report concerning application development activites.
3. Conducts coaching and mentoring on application system development.
4. Verifies the results of database/system design.
5. Leads the conduct of IS strategic planning.
6. Conducts coaching and mentoring on database/system design documentation.
7. Verifies the integrity and reliability of geospatial and operations support databases.
8. Verifies the results of the database/system requirements analysis.
9. Performs backup and recovery operations for geospatial and operations support databases.
10. Leads the development of data management and security standards.
11. Verifies the integrity and reliability of the data inventory.
12. Conducts coaching and mentoring on database build-up, integration, and maintenance.
13. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities.

#	Position	Item No.	SG	Salary	Eligibility(CSC)	Education	Experience	Training	Eligibility	Division
5	One (1) **Information Systems Analyst II**	NAMRIAB-INFOSA2-9-1998	SG 16	PHP 38,150.00	CSC Minimum Requirement	Bachelor's degree relevant to the job	One (1) year of relevant experience	Four (4) hours relevant training	CS Professional Second Level Eligibility	Geospatial System Development Division (GSDD)

Technical Competencies required: Has the ability to perform/execute Technical Competencies on: 1) Database/System Design 2) System Research and Analysis 3) Application Development 4) Database Build-up and Integration

Job Description:
1. Translates data/system analysis requirements into database/system design specifications.
2. Understands strategic system planning.
3. Conducts and interprets client requirements assessment.
4. Conducts database/system requirements analysis.
5. Designs research or survey questionnaires.
6. Assists in the drafting of system quality, standards, policies, and plans
7. Writes, debugs, tests, and modifies application systems.
8. Translates system design document into computer applications.
9. Implements and maintains application systems.
10. Checks the operations and functionalities of application systems.
11. Analyzes geospatial and operations support information.
12. Conducts research on data management and security standards.
13. Conducts data inventory for information system strategic planning.
14. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities.

#	Position	Item No.	SG	Salary	Eligibility(CSC)	Education	Experience	Training	Eligibility	Division
6	Two (2) **Computer Programmer II**	NAMRIAB-COMPRO2-1-1998 / NAMRIAB-COMPRO2-2-1998	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	Geospatial System Development Division (GSDD)

Technical Competencies required: Has the ability to perform/execute Technical Competencies on: 1) Application Development 2) Database/System Design 3) System Research and Analysis and 4) Database Build-up and Integration

Job Description:
1. Writes, debugs, tests, and modifies application systems.
2. Translates system design document into computer applications.
3. Implements and maintains application systems.
4. Checks the operations and functionalities of application systems.
5. Conducts and interprets client requirements assessment.
6. Conducts database/system requirements analysis.
7. Designs research or survey questionnaires.
8. Assists in the drafting of system quality, standards, policies, and plans.
9. Analyzes geospatial and operations support information.
10. Conducts database requirements analysis.
11. Conducts research on data management and security standards.
12. Conducts data inventory for information system strategic planning.
13. Verifies the encoded or digitized data.
14. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities.

	One (1) Engineer I	NAMRIAB-ENG1-1-1998	SG 12	PHP 27,608.00	CSC Minimum Requirement	Bachelor's degree in Engineering relevant to the job	None Required	None Required	RA 1080	Geospatial Information and Communications Technology Division (GICTD)
7	**Technical Competencies required**	\multicolumn{9}{l}{**Has the ability to perform/execute Technical Competencies on: 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. Performs preventive and corrective maintenance of ICT resources 2. Installs ICT resources 3. Provides help-desk services to clients 4. Analyzes and prepares inventory report on ICT resources 5. Operates word processing, spreadsheet and other data encoding software 6. Encodes statistical or non-spatial data 7. Digitizes analogue data to geospatial data 8. Collects spatial and/or non-spatial data 9. Conducts client requirements assessment interviews 10. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities.}								

*** NOTHING FOLLOWS ***

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.

LIST OF VACANT POSITIONS as of MARCH 2022
HYDROGRAPHY BRANCH (HB) - (3) 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) Cartographer II	NAMRIAB-CGR2-39-1998	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)	Maritime Affairs Division (MAD)
	Technical Competencies required	Has the ability to perform/execute Technical Competencies on: 1) Management of Nautical Publications 2) Maritime Boundary Delineation and Delimination									
	Job Description:	1. Organizes materials for the manuscript. 2. Prepares technical descriptions and plots points/lines on charts. 3. Prepares certificates including but not limited to municipal boundaries. 4. Perform other related tasks as deemed necessary by the division chief/immediate supervisor.									
2	One (1) Cartographer I	NAMRIAB-CGR1-1-1998	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)	Nautical Charting Division (NCD)
	Technical Competencies required	Has the ability to perform/execute Technical Competencies on: 1) Nautical Cartography									
	Job Description:	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 featureson the paper chart to be deleted on the ENC. 7. Creates cell boundary. 8. Sets metadata objects. 9. Perform other related tasks as deemed necessary by the division chief/immediate supervisor.									
3	One (1) Engineer II	NAMRIAB-ENG2-16-1998	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	Physical Oceanography Division (POD)
	Technical Competencies required	Has the ability to perform/execute Technical Competencies on: 1) Physical Oceanography									
	Job Description:	1. Executes physical oceanographic surveys. 2. Performs processing, filtering, analysis and Quality Control (QC) of physical oceanographic data. 3. Computes and updates tidal harmonic constituents of the primary, secondary and subordinate tide stations. 4. Prepares tide and current predictions and astronomical data for publication. 5. Prepares Tide and Current Table manuscript. 6. Executes installation, operation and maintenance of tide stations. 7. Prepares survey reports. 9. Perform other related tasks as deemed necessary by the division chief/immediate supervisor.									

*** NOTHING FOLLOWS ***

APPLICATION CHECKLIST

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:

☐ 5.1 College/High school Diploma
☐ 5.2 Transcript of Records (TOR)

☐ 5.3 Valid Professional Regulation Commission (PRC) License*
☐ 5.4 CSC - Authenticated Career Service Eligibility*

☐ 5.5 Certificate/s of Previous Employment*
☐ 5.6 Service Record*

☐ 5.7 Certificates of Trainings Attended*
☐ 5.8 Certificate of Award/ Recognition conferred by recognized and prestigious awarding bodies *

☐ 5.7.1 Applicant's Qualification form (for Outsider)

If applicable

_____
HRMS (signature)

APPLICATION CHECKLIST

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

☐ 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:

☐ 5.1 College/High school Diploma
☐ 5.2 Transcript of Records (TOR)

☐ 5.3 Valid Professional Regulation Commission (PRC) License*
☐ 5.4 CSC - Authenticated Career Service Eligibility*

☐ 5.5 Certificate/s of Previous Employment*
☐ 5.6 Service Record*

☐ 5.7 Certificates of Trainings Attended*
☐ 5.8 Certificate of Award/Recognition conferred by recognized and prestigious awarding bodies *

☐ 5.7.1 Applicant's Qualification form (for Outsider)

* If applicable

_____
HRMS (signature)

APPLICATION CHECKLIST

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:

☐ 5.1 College/High school Diploma
☐ 5.2 Transcript of Records (TOR)

☐ 5.3 Valid Professional Regulation Commission (PRC) License*
☐ 5.4 CSC - Authenticated Career Service Eligibility*

☐ 5.5 Certificate/s of Previous Employment*
☐ 5.6 Service Record*

☐ 5.7 Certificates of Trainings Attended*
☐ 5.8 Certificate of Award/ Recognition conferred by recognized and prestigious awarding bodies *

☐ 5.7.1 Applicant's Qualification form (for Outsider)

* If applicable

_____
HRMS (signature)

APPLICATION CHECKLIST

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

☐ 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:

☐ 5.1 College/High school Diploma
☐ 5.2 Transcript of Records (TOR)

☐ 5.3 Valid Professional Regulation Commission (PRC) License*
☐ 5.4 CSC - Authenticated Career Service Eligibility*

☐ 5.5 Certificate/s of Previous Employment*
☐ 5.6 Service Record*

☐ 5.7 Certificates of Trainings Attended*
☐ 5.8 Certificate of Award/Recognition conferred by recognized and prestigious awarding bodies *

☐ 5.7.1 Applicant's Qualification form (for Outsider)

* If applicable

_____
HRMS (signature)