



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.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-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:** APR 01 2022

For queries, applicants may contact HRMS at 88105458


ATTY. JESSIE M. RACIMO
OIC, Administrative Division


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

LOVP-2022-004 (RDAB AND SSB)



DATE: MAR 27 2022



LIST OF VACANT POSITIONS as of MARCH 2022
RESOURCE DATA ANALYSIS BRANCH (RDAB) - (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-ADA6-15-2014	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 Integration Division (GID)
	Technical Competencies required	Possesses basic technical competencies on: 1) Remote Sensing Skills 2) Environment and Natural Resource Data Analysis Has the ability to perform/execute Technical Competencies on: 1) Clerical/ Secretarial/ Executive Assistance Skills								
	Job Description:	1. Records and compiles documents received / released by the division. 2. Schedules and coordinates meetings, appointments, travel arrangement. 3. Prepares minutes of meeting. 4. Coordinates with different units/offices and agencies concerning programs and activities for specific end-users and purposes. 5. Conducts research on guidelines and policies on ENR related concerns. 6. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities								
2	One (1) Remote Sensing Technologist II	NAMRIAB-RSTZ-16-1998	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 Integration Division (GID)
	Technical Competencies required	Has the ability to perform/execute Technical Competencies on: 1) Surveying and Mapping 2) Remote Sensing Skills 3) Environment and Natural Resource Data Analysis								
	Job Description:	1. Performs surveying and thematic mapping activities. 2. Conducts data gathering and prepares preliminary base/thematic maps. 3. Conducts basic research on ENR related data. 4. Gathers remotely-sensed and ENR-related data. 5. Downloads satellite imageries. 6. Performs data archiving. 7. Gathers and compiles ENR data from a variety of sources (e.g. field observation, satellite imagery). 8. Prepares metadata and other documentation requirements. 9. Operates and maintains GIS system hardware, software and other related equipment. 10. Documents all ENR project activities and prepares progress and other reports. 11. Assists in the development and establishment of ENR data bases for GIS-supported projects. 12. Generates geographic data and statistics for incorporation. 13. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities								
3	One (1) Senior Remote Sensing Technologist	NAMRIAB-SRST-17-1998	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 of relevant training	CS Professional Second Level Eligibility	Geospatial Integration Division (GID)
	Technical Competencies required	Has the ability to perform/execute Technical Competencies on: 1) Geospatial Integration 2) Remote Sensing Skills 3) Environment and Natural Resource Data Analysis								
	Job Description:	1. Conducts data gathering and prepares preliminary base/thematic maps. 2. Conducts field and validation surveys and process field survey data. 3. Reviews and prepares final maps and generates statistics. 4. Prepares project proposals and conducts basic research on Environment and Natural Resources (ENR)-related data. 5. Prepares progress and technical reports. 6. Reviews, gathers and consolidates remotely-sensed and ENR-related data. 7. Conducts pre-processing of remotely-sensed satellite data imageries using available software/s. 8. Conducts digital and visual interpretation and analysis of remotely-sensed satellite data imageries. 9. Performs field validation and reconnaissance activity. 10. Conducts research & development (R&D) related to remote sensing applications. 11. Prepares progress and technical reports. 12. Prepares ENR project proposals related to GIS supported projects. 13. Supervises implementation of GIS activities. 14. Develops and recommends new GIS applications, techniques and databases for GIS-supported ENR projects. 15. Prepares ENR technical reports on GIS-supported projects. 16. Reviews GIS-supported ENR projects prior to submission and evaluation by management. 17. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities								

	One (1) Supervising Remote Sensing Technologist	NAMRIAB-SVRST-3-1998	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	Geospatial Integration Division (GID)
	Technical Competencies required	Has the ability to perform/execute Technical Competencies on: 1) Surveying and Mapping 2) Remote Sensing Skills 3) Environment and Natural Resource Data Analysis								
4	Job Description:	1. Assists the division chief in the planning, monitoring and evaluation of projects/activities of the Section to ensure the effective implementation of environment and natural resources related studies. 2. Supervises the development and execution of program/projects on ENR related studies to appraise technological developments and applications. 3. Reviews and evaluates the data quality and output related to mapping of environment and natural resources and related activities to maintain the integrity and quality of data output. 4. Assists in defining analysis criteria and modelling based on specific requirements for the Environment and Natural Resource (ENR) Data for effective implementation of project activities. 5. Reviews and evaluates technical and analysis report on environment and natural resources related studies. 6. Reviews and evaluates procedure and results of analyses related to ENR data integration and recommends to the Division Chief for validation and endorsement. 7. Supervises pre-processing and visual interpretation various satellite images. 8. Conducts/supervises field validation and accuracy assessment of ENR related project/activities. 9. Reviews and evaluates technical report on environment and natural resources related studies. 10. Reviews and evaluates procedure and results of analyses related to ENR data integration and recommends to the Division Chief for validation and endorsement. 11. Conducts data integration and analysis of ENR datasets. 12. Supervises the gathering and compilation of program/projects on ENR related studies to appraise technological developments and applications. 13. Reviews and evaluates the data quality and output related to mapping of environment and natural resources and related activities to maintain the integrity and quality of data output. 14. Assists in defining analysis criteria and modelling based on specific requirements for the Environment and Natural Resource (ENR) Data for effective implementation of project activities. 15. Reviews and evaluates technical and analysis report on environment and natural resources related studies. 16. Reviews and evaluates procedure and results of analyses related to ENR data integration and recommends to the Division Chief for validation and endorsement. 17. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities								
	One (1) Remote Sensing Technologist II	NAMRIAB-RST2-28-1998	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	Land Classification Division (LCD)
	Technical Competencies required	Has the ability to perform/execute Technical Competencies on: 1) Surveying and Mapping 2) Remote Sensing Skills 3) Environment and Natural Resource Data Analysis								
5	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 alienable 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 abovementioned activities								

	One (1) Senior Remote Sensing Technologist	NAMRIAB- SRST-22- 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 of relevant training	CS Professional Second Level Eligibility	Land Classification Division (LCD)
	Technical Competencies required	Has the ability to perform/execute Technical Competencies on: 1) Surveying and Mapping 2) Remote Sensing Skills 3) Environment and Natural Resource Data Analysis								
6	Job Description:	1. Supervises survey party by coordinating and monitoring the planning and execution of survey activities to ensure the efficient and effective conduct of surveys in the field. 2. Evaluates survey returns pertaining to land classification, and related surveys according to established standards to ensure accuracy of assessment conducted. 3. Prepares survey reports and maps by evaluating, processing and documenting land classification project reports including maintenance and control of records of all cases pertaining to land classification and related surveys. 4. Formulates and recommends technical standard, procedures, guidelines and criteria for the proper implementation land classification/swamp zonification and related activities. 5. Acts as resource person and facilitator during meetings/workshops. 6. Supervises reviews and evaluates the pre-processed remotely-sensed data. 7. Supervises the conduct of interpretation of remotely sensed data. 8. Reviews and enhances map outputs and technical reports before submission or presentation to superiors. 9. Supervises the applications of various researches conducted for the conservation, planning and management pertaining to land and coastal resources. 10. Prepares ENR project proposals related to GIS supported projects. 11. Supervises implementation of GIS activities. 12. Develops and recommends new GIS applications, techniques and databases for GIS-supported ENR projects. 13. Prepares ENR technical reports on GIS-supported projects. 14. Reviews GIS-supported ENR projects prior to submission and evaluation by management. 15. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.								
	Two (2) Senior Remote Sensing Technologist	NAMRIAB- SRST-6- 1998 / NAMRIAB- SRST-36- 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 of relevant training	CS Professional Second Level Eligibility	Land Resource Data Analysis Division (LRDAD)
	Technical Competencies required	Has the ability to perform/execute Technical Competencies on: 1) Surveying and Mapping 2) Remote Sensing Skills 3) Environment and Natural Resource Data Analysis								
7	Job Description:	1. Assists in the preparation of the project folder/s to ensure that all activities are aligned with agency's thrusts and priorities. 2. Conducts preliminary base/thematic mapping activities to ensure quality of maps/data. 3. Conducts field and validation surveys to ensure proper implementation of procedures and evaluates survey returns including accuracy assessment to verify accuracy of field data. 4. Assists in the evaluation survey returns including accuracy assessment. 5. Prepares final maps and generation of statistics in accordance to survey and mapping standards. 6. Prepares technical report on surveying and mapping projects/activities. 7. Conducts research on ENR related data and applications to enhance existing standard/process on surveying and mapping. 8. Gathers remotely-sensed and ENR-related data on land resource to ensure integrity and quality of data. 9. Conducts pre-processing and digital/visual classification/extraction of land surface features using remote sensing data to guarantee accuracy of results. 10. Conducts field validation and accuracy assessment to check and ensure the quality of outputs derived from remote sensing data. 11. Prepares ENR thematic maps and ensures quality of outputs. 12. Conducts R&D related to remote sensing applications. 13. Conducts data gathering and compilation of environment and natural resources (ENR) related data. 14. Develops and executes program/projects on ENR related studies to appraise technological developments and applications. 15. Implements project activities of the Section to ensure the effective management and fund utilization in accordance to the approved Work and Financial Plan. 16. Evaluates data quality and output related to mapping of environment and natural resources and related activities to maintain the integrity and quality of data output. 17. Participates in defining analysis criteria and modelling based on specific requirements for the Environment and Natural Resource (ENR) Data for effective implementation of project activities. 18. Prepares technical/analysis report on environment and natural resources related studies 19. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities								
*** NOTHING FOLLOWS ***										



LIST OF VACANT POSITIONS as of MARCH 2022
SUPPORT SERVICES BRANCH (SSB) - (5) 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 Officer II (HRMO I)	NAMRIAB-ADOF2-16-2004	SG 11	PHP 25,439.00	CSC Minimum Requirement	Bachelor's degree relevant to the job	None Required	None Required	CS Professional Second Level Eligibility	Administrative Division (AD)
	Technical Competencies required	Has the ability to perform/execute Technical Competencies on: 1) Learning and Development								
	Job Description:	1. Assists in the design and administration of Training Needs Assessment (TNA)/Competency Assessment (CA); distributes TNA/CA tools; processes and analyzes results to facilitate the preparation of TNA/competency gap assessment summary report 2. Prepares learning and development (L&D) course designs/training modules and updates materials and visual aids to ensure continued relevance of the program and to address the training needs of agency and the individual employee in various positions in the organization 3. Assists in the facilitation of the L&D activity by ensuring all learning and development needs during the conduct of the learning activity are efficiently and effectively attended and carried out 4. Coordinates logistical requirements to ensure the smooth and efficient conduct and implementation of the learning and training program by preparing the documentation requirements of the activity like Special Order, invitation letter for the resource person, etc. 5. Assists in the conduct of the monitoring and evaluation of the L&D activity to gauge the degree of learning and to assess the effectiveness of training and development programs and implements changes identified in the activities to ensure continuous improvement, relevance, and impact of the learning/training and development programs 6. Assists in developing career pathing activities in line with the agency's career development program. 7. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities.								
2	One (1) Administrative Officer I (Records Officer I)	NAMRIAB-ADOF1-17-2004	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	Administrative Division (AD)
	Technical Competencies required	Has the ability to perform/execute Technical Competencies on: 1) Records Management								
	Job Description:	1. Applies Documented Information Management processes in accordance with Republic Act 9470, 5S and ISO Quality Management System in the filing and keeping of records and documents for easy reference or retrieval 2. Maintains the record schedule of retention and disposal of each branch/division by taking into consideration the flow of work and places materials/equipment based on frequency of record use 3. Maintains record of compliance of each branch/division in the Record Plan for the retention/disposal of records 4. Maintains an electronic file of records/documents received 5. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities.								
3	One (1) Administrative Officer I (Cashier I)	NAMRIAB-ADOF1-22-2004	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	Administrative Division (AD)
	Technical Competencies required	Has the ability to perform/execute Technical Competencies on: 1) Clerical/Secretarial/Executive Assistance Skills 2) Cash Management								
	Job Description:	1. Prepares processes and ensures accuracy and propriety of checks for issuance. 2. Answers suppliers' and employees' queries and follow-ups regarding checks. 3. Releases final pay checks. 4. Maintains and records cash control. 5. Posts and Indexes all office's payments. 6. Maintains cash on hand ledger and petty cash and other cash advances. 7. Coordinates with different units/offices and agencies programs and activities for specific end-users and purposes. 8. Encodes office correspondence for review of superior. 9. Assists in meetings and in the preparation minutes of meeting. 10. Reviews, verifies and maintains information into databases 11. Researches the details in resolving issues, analyzes findings, prioritizes and categorizes alternatives and discusses other concerns with superior 12. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities.								

	One (1) Administrative Aide VI (Clerk III)	NAMRIAB- ADA6-7- 2004	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	Administrative Division (AD)
	Technical Competencies required	Has the ability to perform/execute Technical Competencies on: 1) Clerical/Secretarial/Executive Assistance Skills 2) Library Management								
4	Job Description:	1. Performs simple reproduction and preservation processes and does mechanical processing of library materials such as accessioning, labeling, bar coding, provision of covers, date due slips, cards, serial recording, etc. 2. Gathers data and compiles library statistics for periodic reports. 3. Conducts physical inventory of library holdings. 4. Performs clipping, shelving, and shelf reading and maintains library bulletin board. 5. Compiles classified abstracts to technical journals and prepares bibliographies and other lists of references. 6. Provides the different NAMRIA offices with lists of newly acquired materials 7. Coordinates with different units/offices and agencies programs and activities for specific end-users and purposes. 8. Encodes office correspondence for review of immediate supervisor. 9. Assists in meetings and prepares minutes of the meeting. 10. Reviews, verifies and maintains information into databases. 11. Researches the details in resolving issues, analyzes findings, prioritizes and categorizes alternatives. 12. Discusses other concerns with superior. 13. Implements record management processes per ISO standards for faster retrieval of files. 14. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities.								
	One (1) Administrative Assistant V (Electronics and Communications Equipment Technician III)	NAMRIAB- ADASS-23- 2014	SG 11	PHP 25,439.00	CSC Minimum Requirement	Completion of two (2) years studies in college or Highschool Graduate with relevant vocational/ trade course	Two (2) years of relevant experience	Eight (8) hours of relevant training	Electronics Equipment Technician (MC 10 s. 2013)	Engineering Services Division (ESD)
	Technical Competencies required	Has the ability to perform/execute Technical Competencies on: 1) Technical and Communications Equipment Maintenance 2) Emergency Preparedness and Disaster Management								
5	Job Description:	1. Trains personnel who would be issuing technical and communications equipment on basic maintenance and care to prevent damage. 2. Conducts orientation/ training of staff/ users of technical and communications equipment on its service policies and procedures to ensure that its installation, repair and maintenance are according to prepared plans and specifications. 3. Develops manuals or related materials for use in office and field work. 4. Coaches and guides others on this competency. 5. Orients employees on internal and external route of evacuation. 6. Conducts drill exercises to ensure the safety of employees and visitors. 7. Organizes and oversees the emergency drill operations. 8. Recommends logistics, equipment suitable for the operation. 9. Provides assistance to all emergencies and incidents. 10. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities.								
*** NOTHING FOLLOWS ***										



APPLICATION CHECKLIST

NAMRIA-RSP-Form04 Rev02

Checklist shall be submitted to HRMS for their verification

- | | |
|----------------------------------|---|
| <input type="checkbox"/> 1. | Application Letter (indicating the position being applied for and its corresponding item number) |
| <input type="checkbox"/> 2. | PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017); csc.gov.ph |
| <input type="checkbox"/> 3. | Work Experience Sheet (CSC Form No. 212)* (csc.gov.ph) |
| <input type="checkbox"/> 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

HRMS (signature)



APPLICATION CHECKLIST

NAMRIA-RSP-Form04 Rev02

Checklist shall be submitted to HRMS for their verification

- | | |
|----------------------------------|---|
| <input type="checkbox"/> 1. | Application Letter (indicating the position being applied for and its corresponding item number) |
| <input type="checkbox"/> 2. | PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017); csc.gov.ph |
| <input type="checkbox"/> 3. | Work Experience Sheet (CSC Form No. 212)* (csc.gov.ph) |
| <input type="checkbox"/> 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

HRMS (signature)



APPLICATION CHECKLIST

NAMRIA-RSP-Form04 Rev02

Checklist shall be submitted to HRMS for their verification

- | | |
|----------------------------------|---|
| <input type="checkbox"/> 1. | Application Letter (indicating the position being applied for and its corresponding item number) |
| <input type="checkbox"/> 2. | PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017); csc.gov.ph |
| <input type="checkbox"/> 3. | Work Experience Sheet (CSC Form No. 212)* (csc.gov.ph) |
| <input type="checkbox"/> 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

HRMS (signature)



APPLICATION CHECKLIST

NAMRIA-RSP-Form04 Rev02

Checklist shall be submitted to HRMS for their verification

- | | |
|----------------------------------|---|
| <input type="checkbox"/> 1. | Application Letter (indicating the position being applied for and its corresponding item number) |
| <input type="checkbox"/> 2. | PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017); csc.gov.ph |
| <input type="checkbox"/> 3. | Work Experience Sheet (CSC Form No. 212)* (csc.gov.ph) |
| <input type="checkbox"/> 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

HRMS (signature)