

## LIST OF VACANT POSITIONS as of (MAY 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 Fligibility 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.	DEADI INF	OF	APPLICATION:
v.	DEADETHE	0	APPLICATION:

MAY 2 4 2022

For queries, applicants may contact HRMS at 88105458.

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

APPROVED FOR PUBLICATION BULLETIN BOARD

NEWSPAPER

OTHERS

c. PETER Ń. TLÁNGCO, PhD, CESO I Administrator

LOVP-2022-005 (SSB, GISMB and RDAB)



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LIST OF VACANT POSITIONS as of MAY 2022
SUPPORT SERVICES BRANCH (SSB) - (4) Vacant Position/s

SUPPORT SERVICES BRANCH (SSB) - (4) Vacant P							) vacant Pos	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) Director II	NAMRIAB- DIR2-2- 1998	SG 26	PHP 113,891.00	CSC Minimum Requirement	Master's Degree or Certificate in Leadership and Management from the CSC	Five (5) years of supervisory/ leadership management experience	One Hundred Twenty (120) hours of supervisory/ management learning and development intervention	CS Professional Second Level Eligibility	Office of the Director, Support Services Branch (OD, SSB)				
	Technical Competencies required	Working Re Creatively 5	Has the ability to perform/execute Leadership Competency/Management on the following: 1) Building Collaborative, Inclusive Working Relationships 2) Managing Performance and Coaching for Results 3) Leading Change 4) Thinking Strategically and Creatively 5) Creating and Nurturing a High Performing Organization											
	Job Description:	<ol> <li>Provides over-all direction and management on the programs, projects and activities of the Support Services Branch.</li> <li>Recommends appropriate policies, strategies and programs to the Administrator in pursuance of the mandate of the Agency.</li> <li>Performs such other duties as may be directed by the Administrator from time to time.</li> </ol>												
	One (1) Engineer IV	NAMRIAB- ENG4-11- 1998	SG 22	PHP 69,963.00	CSC Minimum Requirement	Bachelor's degree in Engineering relevant to the job	Three (3) years of relevant work experience	Sixteen (16) hours of relevant training	RA 1080	Engineering Services Division (ESD)				
	Technical Competencies required	Has the ability to perform/execute Technical Competencies on: 1) Technical and Communications Equipment Maintenance and 2) Emergency Preparedness and Disaster Management												
2	Job Description:	1. Directly supervises and coordinates the section by assisting the Chief Engineer in planning and managing of the programmed activities of the section in the operation, maintenance, utilization of printing, reprography, communication and other related equipment.  2. Provides technical support to all personnel of the section on matters related to the maintenance of all system.  3. Undertakes studies, formulates plans and procedures for the effective utilization of the system.  4. Undertakes technical feasibility studies needed in the acquisition and upgrading of new system and existing system respectively.  5. Provides for the development of the technical expertise of maintenance staffs.  6. Supervises the acquisition and control of technical supplies, spare parts, tools and manuals.  7. Prepares and recommends budgetary proposals, operational plans, accomplishment, status and progress report on all activities of the section.  8. Makes a close contact of all system suppliers to keep abreast with the development in their system's technology.  9. Establishes and formulates training programs for the effectiveness and efficiency of the methods being practiced.  10. Designs, institutionalizes and standardizes programs and techniques.  11. Assesses and evaluates program effectiveness.  12. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities.												

	One (1) Engineer III	NAMRIAB- ENG3-18- 1998	SG 19	PHP 49,835.00	CSC Minimum Requirement	Bachelor's degree in Engineering relevant to the job	Two (2) years of relevant work experience	Eight (8) hours of relevant training	RA 1080	Engineering Services Division (ESD)		
	Technical Competencies required				te Technical Comp Disaster Managem		Technical and Con	nmunications	Equipment M	aintenance and		
3	Job Description:	<ol> <li>Leads maintenance in performing preventive and corrective maintenance of mapping, reprography, surveying and communication equipment.</li> <li>Assists in the supervision, coordination of activities, preparation of budgetary and operational plan of the section.</li> <li>Makes recommendation of effective scheduling of maintenance and operation to improve all system utilization.</li> <li>Checks and reviews the quality of work done of all maintenance staff on the specific system assigned.</li> <li>Undertakes all hardware modification, hardware integrity check, diagnostic operation and calibration on all system whenever necessary.</li> <li>Determines, plans and designs the required system upgrade and modification on hardware and software systems of mapping and oceanography instruments in coordination with the system users.</li> <li>Conducts basic system maintenance and operation training for maintenance staff.</li> <li>Initiates requisition for spare parts, technical supplies, test instruments, tools, and manuals needed in the maintenance and continuous operation of the system.</li> <li>Complies and submits to the Supervising System Engineer the individual accomplishment of personnel, status and progress report of various activities of the section.</li> <li>Orients employees on internal and external route of evacuation.</li> <li>Conducts drill exercises to ensure safety of employees and visitors.</li> <li>Organizes and oversees the emergency drill operations.</li> <li>Recommends logistics, equipment suitable for the operation.</li> <li>Provides assistance to all emergencies and incidents.</li> <li>Performs other related tasks as may be deemed necessary to carry out the abovementioned activities.</li> </ol>								necessary. g and continuous		
4	One (1) Administrative Officer V (Cashier III)	NAMRIAB- ADOF5-9- 2004	SG 18	PHP 45,203.00	CSC Minimum Requirement	Bachelor's degree relevant to the job	Two (2) years of relevant work experience	Eight (8) hours of relevant training	CS Professional Second Level Eligibility	Administrative Division (AD)		
	Technical Competencies required	Has the ability to perform/execute Technical Competencies on: 1) Cash Management and 2) Clerical/Secretarial/Executive Assistance Skills										
	Job Description:	1. Reviews Collection and Disbursement Report 2. Handles Cash Advances and Petty Cash Fund 3. Prepares liquidation report 4. Records and maintains Cash Registry Book from all types of collection 5. Keeps track of complex, deferred and referred activities with the use of some system e.g., calendar/holding filing method 6. Composes all types of business correspondence (letters, memos, fax, and email) for review of the executive 7. Sends and disseminates routine correspondence in the absence of the executive 8. Establishes linkages with other institutions and relevant government agencies on mutual issues and concerns of the executive/s 9. Recommends alternatives on solving a problem based on well researched and analyzed data 10. Supervises data creation and maintenance activities 11. Supervises the effective implementation of records management process 12. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities.										



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# LIST OF VACANT POSITIONS as of MAY 2022 GEOSPATIAL INFORMATION SYSTEMS MANAGEMENT BRANCH (GISMB) - (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				
	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	ompetencies on: 1) Application Development 2) Database/System Design 3)  System Research and Analysis and 4) Database Ruild-up and Integration												
1	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 data inventory for information system strategic planning. 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.													
					*** NOTHING	FOLLOWS ***								



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LIST OF VACANT POSITIONS as of MAY 2022
RESOURCE DATA ANALYSIS BRANCH (RDAB) - (1) Vacant Position/s

Technical Competencies required  Teadership and Management from the CSC  Technical Competencies required  Technical Technic		POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment			
Competencies required Working Relationships 2) Managing Performance and Coaching for Results 3) Leading Change 4) Thinking Str Creatively 5) Creating and Nurturing a High Performing Organization  1. Assists the Director of Resource Data Analysis Branch in influencing, persuading and inspiring others to support the organisation, values and goals; 2. Assists in reinforcing change and communicates effectively a clear vision that generates excitement, enthusiasm and comorganization mission. 3. Assists in assuming a pivotal role in promoting the development of an inspiring, relevant vision for the organization and in share ownership of office goals. 4. Assists in making specific changes in the performance management system or in own work methods to improve performations something better, faster, at lower cost, more efficiently; improves, quality, customer satisfaction, morale, revenues); 5. Assists in cultivating a learning environment by structuring interactive experiences and employing a range of development of Assists in preparing of plans and programs and in the formulation or enhancement of policies; and			DIR1-5-	SG 25			or Certificate in Leadership and Management	supervisory/ leadership management	Twenty (120) hours of supervisory/ management learning and development	CS Professional Second Level Eligibility	Office of the Assistant Director Resource Data Analysis Branch			
required Creatively 5) Creating and Nurturing a High Performing Organization  1. Assists the Director of Resource Data Analysis Branch in influencing, persuading and inspiring others to support the organisation, values and goals;  2. Assists in reinforcing change and communicates effectively a clear vision that generates excitement, enthusiasm and comorganization mission.  3. Assists in assuming a pivotal role in promoting the development of an inspiring, relevant vision for the organization and in share ownership of office goals.  4. Assists in making specific changes in the performance management system or in own work methods to improve performations something better, faster, at lower cost, more efficiently; improves, quality, customer satisfaction, morale, revenues);  5. Assists in cultivating a learning environment by structuring interactive experiences and employing a range of development of Assists in preparing of plans and programs and in the formulation or enhancement of policies; and	_		Has the ability to perform/execute Leadership Competency/Management on the following: 1) Building Collaborative, Inclusive											
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<ul><li>6. Assists in ensuring that work processes, procedures and resources provide for on-going growth;</li><li>7. Assists in preparing of plans and programs and in the formulation or enhancement of policies; and</li></ul>														
<ol><li>Assists in preparing of plans and programs and in the formulation or enhancement of policies; and</li></ol>														
8. Assists in developing and implementation of personnel programs/decisions to promote harmonious long-term relations be														
								to promote harmon	ious long-term	relations between	en employees and			
management; and prevent possible administrative issues from worsening.			management;	and preve	ent possible adm	inistrative issues fro	m worsening.							



# **APPLICATION CHECKLIST**

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A.W.	* 1007	Mgo

# **APPLICATION CHECKLIST**

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Checklist s	nall be submitted to HRMS for their verificat		hall be submitted to HRM	S for their verification
1.	Application Letter (indicating the position being a for and its corresponding item number)	applied 1.	Application Letter (indicat for and its corresponding	ing the position being applied item number)
2.	PERSONAL DATA SHEET (PDS) (CS Form 212 Re 2017); csc.gov.ph	evised 2.	PERSONAL DATA SHEET (2017); csc.gov.ph	(PDS) (CS Form 212 Revised
3.	Work Experience Sheet (CSC Form No. 212)* (csc.gov.ph)	3.	Work Experience Sheet (C (csc.gov.ph)	CSC Form No. 212)*
4.	Photocopies of two (2) recent Individual Perform Commitment and Review (IPCR) Form (for government) employees)			cent Individual Performance (IPCR) Form (for government
5.	Photocopies of the following:	5.	Photocopies of the followi	ng:
5.1	College/High school 5.2 Transcript Diploma Records (		College/High school Diploma	5.2 Transcript of Records (TOR)
5.3	Valid Professional Regulation Commission (PRC) License*  5.4 CSC - Authentica Career Se Eligibility*	rvice	Valid Professional Regulation Commission (PRC) License*	5.4 CSC - Authenticated Career Service Eligibility*
5.5	Certificate/s of Service Reprevious Employment*	ecord* 5.5	Certificate/s of Previous Employment*	5.6 Service Record*
5.7	Certificates of 5.8 Certificate Trainings Attended* 5.8 Certificate Award/ Re conferred recognize prestigiou awarding	ecognition by d and	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)	5.7.1	Applicant's Qualification form (for Outsider)	*
* If applicab	e 		* If applicable	
	HRMS (signatur	re)	_	HRMS (signature)