



## 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 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**.

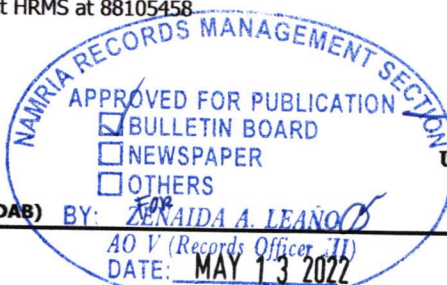
6. The Scanned documentary requirements submitted shall only be used for the position applied for. A maximum of three (3) positions can be applied by the applicants.

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:** MAY 24 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-2022-005 (SSB, GISMB and RDA8)

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|                                |   |  |       |               |                         |  |   |                                      |  |                                     |
|--------------------------------|---|--|-------|---------------|-------------------------|--|---|--------------------------------------|--|-------------------------------------|
|                                | <b>One (1)<br/>Engineer III</b>                           | 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) |
|                                | <b>Technical Competencies required</b>                    | <b>Has the ability to perform/execute Technical Competencies on: 1) Technical and Communications Equipment Maintenance and 2) Emergency Preparedness and Disaster Management</b>   |       |               |                         |  |   |                                      |  |                                     |
| <b>3</b>                       | <b>Job Description:</b>                                   | <ol style="list-style-type: none"> <li>1. Leads maintenance in performing preventive and corrective maintenance of mapping, reprography, surveying and communication equipment.</li> <li>2. Assists in the supervision, coordination of activities, preparation of budgetary and operational plan of the section.</li> <li>3. Makes recommendation of effective scheduling of maintenance and operation to improve all system utilization.</li> <li>4. Checks and reviews the quality of work done of all maintenance staff on the specific system assigned.</li> <li>5. Undertakes all hardware modification, hardware integrity check, diagnostic operation and calibration on all system whenever necessary.</li> <li>6. 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>7. Conducts basic system maintenance and operation training for maintenance staff.</li> <li>8. Initiates requisition for spare parts, technical supplies, test instruments, tools, and manuals needed in the maintenance and continuous operation of the system.</li> <li>9. 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>10. Orients employees on internal and external route of evacuation.</li> <li>11. Conducts drill exercises to ensure safety of employees and visitors.</li> <li>12. Organizes and oversees the emergency drill operations.</li> <li>13. Recommends logistics, equipment suitable for the operation.</li> <li>14. Provides assistance to all emergencies and incidents.</li> <li>15. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities.</li> </ol> |       |               |                         |  |   |                                      |  |                                     |
|                                | <b>One (1)<br/>Administrative Officer V (Cashier III)</b> | NAMRIAB-ADOFS-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)        |
|                                | <b>Technical Competencies required</b>                    | <b>Has the ability to perform/execute Technical Competencies on: 1) Cash Management and 2) Clerical/Secretarial/Executive Assistance Skills</b>  |       |               |                         |  |   |                                      |  |                                     |
| <b>4</b>                       | <b>Job Description:</b>                                   | <ol style="list-style-type: none"> <li>1. Reviews Collection and Disbursement Report</li> <li>2. Handles Cash Advances and Petty Cash Fund</li> <li>3. Prepares liquidation report</li> <li>4. Records and maintains Cash Registry Book from all types of collection</li> <li>5. Keeps track of complex, deferred and referred activities with the use of some system e.g., calendar/holding filing method</li> <li>6. Composes all types of business correspondence (letters, memos, fax, and email) for review of the executive</li> <li>7. Sends and disseminates routine correspondence in the absence of the executive</li> <li>8. Establishes linkages with other institutions and relevant government agencies on mutual issues and concerns of the executive/s</li> <li>9. Recommends alternatives on solving a problem based on well researched and analyzed data</li> <li>10. Supervises data creation and maintenance activities</li> <li>11. Supervises the effective implementation of records management process</li> <li>12. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities.</li> </ol>   |       |               |                         |  |   |                                      |  |                                     |
| <b>*** NOTHING FOLLOWS ***</b> |   |  |       |               |                         |  |   |                                      |  |                                     |



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

**\*\*\* NOTHING FOLLOWS \*\*\***



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## 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)



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HRMS (signature)