



LIST OF VACANT POSITIONS as of NOVEMBER 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/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**.

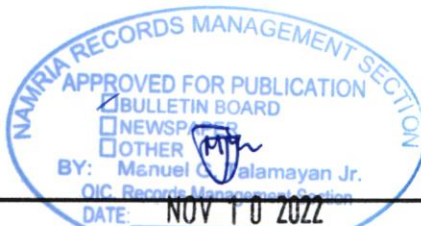
6. The Scanned documentary requirements submitted shall only be used for the position applied for. A maximum of three (3) positions can be applied by the applicants.

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:** NOV 21 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-2022-009 (HB)



LIST OF VACANT POSITIONS as of NOVEMBER 2022

HYDROGRAPHY BRANCH - (25) Vacant Positions

MARINA BRANCH (25) Vacant Positions										
No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
1	One (1) Chief Petty Officer	NAMRIAB-CHOF2ME-1-1998	N.A.	PHP 33,411.00	CSC Minimum Requirement				None	Office of the Director
					Competency-Based Qualification Standard	At least 72 completed units in college or a High School Graduate with relevant vocational course (preferably machine or seamanship related course)	16 years of relevant experience (4 years as NAMRIA Petty Officer 1st Class)	40 hours of relevant training		
	Technical Competencies required	Advanced knowledge on machine/building maintenance and repair. Reads electrical and machine diagrams and plans.								
	Job Description:	Plans, programs, delegates tasks and evaluates performance, monitors work outputs in operation and maintenance of building/vessel and survey instruments								
2	One (1) Chief Petty Officer	NAMRIAB-CHOF2ME-3-1998	N.A.	PHP 33,411.00	CSC Minimum Requirement				None	Survey Support Division (BRP H VENTURA)
					Competency-Based Qualification Standard	At least 72 completed units in college or a High School Graduate with relevant vocational course (preferably machine or seamanship related course)	16 years of relevant experience (4 years as NAMRIA Petty Officer 1st Class)	40 hours of relevant training		
	Technical Competencies required	Advanced knowledge on machine maintenance/instrument and repair. Reads electrical and machine diagrams and plans.								
	Job Description:	Plans, programs, delegates tasks and evaluates performance, monitors work outputs in operation and maintenance of vessel and survey instruments								
3	One (1) Petty Officer I	NAMRIAB-POF13ME-3-1998	N.A.	PHP 32,756.00	CSC Minimum Requirement				None	Survey Support Division (BRP H PRESBITERO)
					Competency-Based Qualification Standard	At least 72 completed units in college or a High School Graduate with relevant vocational course (preferably machine or seamanship related course)	12 years of relevant experience (4 years as NAMRIA Petty Officer 2nd Class)	36 hours of relevant training		
	Technical Competencies required	Advanced knowledge on machine maintenance/instrument and repair. Reads electrical and machine diagrams and plans.								
	Job Description:	Plans, programs, delegates tasks and evaluates performance, monitors work outputs in operation and maintenance of vessel and survey instruments								

4	One (1) Petty Officer II	NAMRIAB-POF24ME-3-1998	N.A.	PHP 32,114.00	CSC Minimum Requirement				None	Survey Support Division (BRP H PRESBITERO)
				Competency-Based Qualification Standard	At least 72 completed units in college or a High School Graduate with relevant vocational course (preferably machine or seamanship related course)	8 years of relevant experience (3 years as NAMRIA Petty Officer 3rd Class)	24 hours of relevant training			
	Technical Competencies required	Advanced knowledge on machine maintenance/instrument and repair. Reads electrical and machine diagrams and plans.								
Job Description:		Plans, programs, delegates tasks and evaluates performance, monitors work outputs in operation and maintenance of vessel and survey instruments								
5	One (1) Petty Officer II	NAMRIAB-POF2CTO-1-1998	N.A.	PHP 32,114.00	CSC Minimum Requirement				None	Survey Support Division (BRP H VENTURA)
				Competency-Based Qualification Standard	At least 72 completed units in college or a High School Graduate with relevant vocational course (preferably machine or seamanship related course)	8 years of relevant experience (3 years as NAMRIA Petty Officer 3rd Class)	24 hours of relevant training			
	Technical Competencies required	Advanced knowledge on machine maintenance/instrument and repair. Reads electrical and machine diagrams and plans.								
Job Description:		Plans, programs, delegates tasks and evaluates performance, monitors work outputs in operation and maintenance of vessel and survey instruments								
6	One (1) Petty Officer II	NAMRIAB-POF2CTO-2-1998	N.A.	PHP 32,114.00	CSC Minimum Requirement				None	Survey Support Division (BRP H HIZON)
				Competency-Based Qualification Standard	At least 72 completed units in college or a High School Graduate with relevant vocational course (preferably machine or seamanship related course)	8 years of relevant experience (3 years as NAMRIA Petty Officer 3rd Class)	24 hours of relevant training			
	Technical Competencies required	Advanced knowledge on machine maintenance/instrument and repair. Reads electrical and machine diagrams and plans.								
Job Description:		Plans, programs, delegates tasks and evaluates performance, monitors work outputs in operation and maintenance of vessel and survey instruments								
7	One (1) Petty Officer III	NAMRIA-POF3HEA2-7-1998	N.A.	PHP 31,484.00	CSC Minimum Requirement				None	Survey Support Division (BRP H PRESBITERO)
				Competency-Based Qualification Standard	At least 72 completed units in college or a High School Graduate with relevant vocational course (preferably IT, Computer Science, and Basic Electronics courses)	5 years of relevant experience (3 years as NAMRIA Seaman 1st Class)	16 hours of relevant training			
	Technical Competencies required	Advanced knowledge on machine maintenance/instrument and repair. Reads electrical and machine diagrams and plans.								
Job Description:		Plans, programs, delegates tasks and evaluates performance, monitors work outputs in operation and maintenance of vessel and survey instruments								

[illegible]

12	Two (2) Seaman First Class (SN1)	NAMRIAB-SM1HEA1-27-1998 NAMRIAB-SM1HEA1-28-1998	N.A.	PHP 30,867.00	CSC Minimum Requirement Competency-Based Qualification Standard	At least 72 completed units in college or a High School Graduate with relevant vocational course	2 years of relevant experience	8 hours of relevant training	None	Survey Support Division (BRP HIZON)
	Technical Competencies required	Intermediate knowledge on machine/instrument maintenance and repair. Reads electrical and machine diagrams and plans.								
	Job Description:	Operates vessels and survey instrument and performs survey and vessel duties.								
13	Two (2) Seaman First Class (SN1)	NAMRIAB-SM1HEA1-29-1998 NAMRIAB-SM1HEA1-30-1998	N.A.	PHP 30,867.00	CSC Minimum Requirement Competency-Based Qualification Standard	At least 72 completed units in college or a High School Graduate with relevant vocational course	2 years of relevant experience	8 hours of relevant training	None	Survey Support Division (BRP PALMA)
	Technical Competencies required	Intermediate knowledge on machine/instrument maintenance and repair. Reads electrical and machine diagrams and plans.								
	Job Description:	Operates vessels and survey instrument and performs survey and vessel duties.								
14	One (1) Seaman First Class (SN1)	NAMRIAB-SM1OE1-5-1998	N.A.	PHP 30,867.00	CSC Minimum Requirement Competency-Based Qualification Standard	At least 72 completed units in college or a High School Graduate with relevant vocational course	2 years of relevant experience	8 hours of relevant training	None	Physical Oceanography Division
	Technical Competencies required	Intermediate knowledge and skills required in physical oceanographic survey and observation for the production of the annual Tide and Current Tables and other related products.								
	Job Description:	Performs oceanographic survey, data processing, product packaging and related activities.								
15	One (1) Seaman Second Class (SN2)	NAMRIAB-SM2I-37-1998	N.A.	PHP 30,261.00	CSC Minimum Requirement Competency-Based Qualification Standard	At least 72 completed units in college or a Senior High School Graduate with relevant TESDA course	1 year of relevant experience	4 hours of relevant training	None	Survey Support Division (BRP H VENTURA)
	Technical Competencies required	Intermediate knowledge on machine/instrument maintenance and repair. Reads electrical and machine diagrams and plans.								
	Job Description:	Operates vessels and survey instrument and performs survey and vessel duties.								
16	One (1) Seaman Second Class (SN2)	NAMRIAB-SM2I-40-1998	N.A.	PHP 30,261.00	CSC Minimum Requirement Competency-Based Qualification Standard	At least 72 completed units in college or a Senior High School Graduate with relevant TESDA course	1 year of relevant experience	4 hours of relevant training	None	Nautical Charting Division
	Technical Competencies required	Basic knowledge and skills required to use information acquired through hydrographic, magnetic, topographic, and physical oceanographic surveys and other sources to compile or update nautical charts and Electronic Navigational Charts (ENC) for use of navigators and the general public.								
	Job Description:	Compiles/updates nautical charts/ENCs.								

17					CSC Minimum Requirement					
	One (1) Seaman Second Class (SN2)	NAMRIAB-SM2I-44-1998	N.A.	PHP 30,261.00	Competency-Based Qualification Standard	At least 72 completed units in college or a Senior High School Graduate with relevant TESDA course	1 year of relevant experience	4 hours of relevant training	None	Maritime Affairs Division
	Technical Competencies required	Basic knowledge and skills required to prepare nautical publications such as monthly Notices to Mariners, annual List of Lights, and Philippine Coast Pilot Book for use navigators and the general public.								
	Job Description:	Executes survey, research and related activities to gather data for the preparation of nautical publications.								
			***	NOTHING FOLLOWS			***			



APPLICATION CHECKLIST

NAMRIA-RSP-Form04 Rev02

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

NAMRIA-RSP-Form04 Rev02

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)