



# LIST OF VACANT POSITIONS as of (JULY 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)

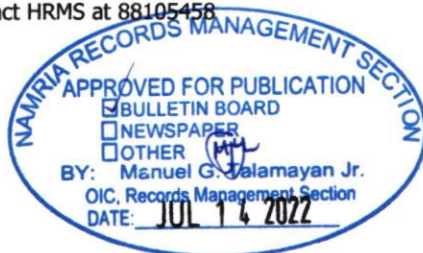
5. Only applications submitted on time and with **COMPLETE DOCUMENTARY REQUIREMENTS** shall be **considered**.

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:** JUL 25 2022

For queries, applicants may contact HRMS at 88105458



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

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



*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 JULY 2022 (JOB ORDER)**  
**RESOURCE DATA ANALYSIS BRANCH - (4) Vacant Position/s**

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Relevant Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
1	<b>One (1) Project Development Assistant IV</b>	Not/Applicable		<b>Php 18,549.00</b>	Bachelor's Degree relevant to the job	Three (3) years of relevant experience	Eight (8) hours of relevant training	(Preferably) CS Sub-Professional	Land Resource Data Analysis Division (LRDAD)
	Additional Competency required	<b>Bachelor of Science relevant to the job (preferably IT, Computer Science, or other related science courses)</b>							
	Job Description:	1. Assists in the secondary data collection; 2. Assists in digital conversion and compilation of collected spatial and non-spatial data of the project; 3. Assists in the conduct of field validation survey; 4. Assists in the map layout preparation and printing of project outputs; 5. Assist in the databasing and archiving of project outputs; 6. Assists in the data preparation related to client request; 7. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.							
2	<b>Two (2) Project Development Officer I</b>	Not/Applicable		<b>Php 19,940.00</b>	Bachelor's Degree relevant to the job	None Required	None Required	(Preferably) CS Professional or RA 1080	Land Resource Data Analysis Division (LRDAD)
	Additional Competency required	<b>Bachelor of Science relevant to the job (preferably in Forestry, Computer Science, or other related science courses)</b>							
	Job Description:	1. Conducts secondary data collection; 2. Assist in digital conversion and compilation of the collected spatial and non-spatial data of the project; 3. Assists in the conduct of field validation survey; 4. Assists in the preparation of reports and other related documents; 5. Assist in the databasing and archiving of project outputs; 6. Assists in the data preparation related to client request; 7. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities							
2	<b>One (1) Project Development Officer II</b>	Not/Applicable		<b>Php 21,436.00</b>	Bachelor's Degree relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	(Preferably) CS Professional or RA 1080	Land Resource Data Analysis Division (LRDAD)
	Additional Competency required	<b>Bachelor of Science relevant to the job (preferably in Forestry, Computer Science, or other related science courses); Preferably with relevant experience in RS/GIS application</b>							
	Job Description:	1. Conducts secondary data collection; 2. Conducts digital conversion and compilation of the collected spatial and non-spatial data of the project; 3. Assists in the conduct of field validation survey; 4. Assists in the preparation of reports and other related documents; 5. Assist in the map layout preparation of project outputs and conduct archiving of all project outputs; 6. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities							
*** 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)