



## 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. 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.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)

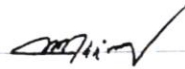
5. Only applications submitted on time and with **COMPLETE DOCUMENTARY REQUIREMENTS** shall be **considered**.

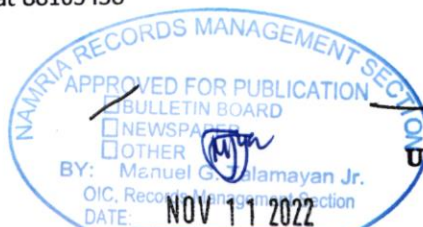
6. The Scanned documentary requirements submitted shall only be used for the position applied for. A maximum of three (3) positions can be applied by the applicants.

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. **DEADLINE OF APPLICATION:** NOV 22 2022

For queries, applicants may contact HRMS at 88105458

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



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

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**LIST OF VACANT POSITIONS as of NOVEMBER 2022**  
**RESOURCE DATA ANALYSIS BRANCH (RDAB) - ( 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>One (1) Chief Remote Sensing Technologist</b>	NAMRIAB-CRST-2-1998	SG 24	PHP 88,410.00	CSC Minimum Requirement	Master's Degree or Certificate in Leadership and Management from the CSC	Four (4) years of supervisory/ leadership management experience	Forty (40) hours of supervisory/ management learning and development intervention	CS Professional Second Level Eligibility	Physiography and Coastal Resources Division (PCRD)
	<b>Technical Competencies required</b>	<b>Has the ability to perform/execute Technical Competencies on: 1) Remote Sensing Skills 2) Environment and Natural Resource Data Analysis</b>								
	<b>Job Description:</b>	1. Plans, implements, monitors and evaluates all remote sensing (RS) projects on physiography and coastal resource to ensure the attainment of effective and efficient completion of activities. 2. Validates technical reports and outputs of RS projects on physiography and coastal resource to ascertain correctness of information and endorses the reports and outputs to the Director for approval. 3. Prepares and submits to the Director R&D project proposals on RS applications/projects on physiography and coastal resource to keep abreast with technology trends. 4. Serves as resource person for remote sensing related meetings/workshops/ trainings related to physiography and coastal resource to share updated information and establish linkages with other agencies/institutions/organizations engaged in remote sensing applications. 5. Plans, implements, monitors, controls and evaluates environment and natural resources (ENR) related projects/activities to ensure effective and efficient implementation. 6. Defines criteria for data analysis and modelling based on specific requirements of ENR data for effective implementation of project activities. 7. Prepares technical/analysis report and documentation on ENR-related projects/activities. Conducts final review and assessment of results of analyses related to ENR data integration for recommendation and approval of the Director. 8. Acts as resource person in ENR-related meetings/workshops/trainings to capacitate data users on data analysis. 9. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.								
2	<b>One (1) Chief Remote Sensing Technologist</b>	NAMRIAB-CRST-3-1998	SG 24	PHP 88,410.00	CSC Minimum Requirement	Master's Degree or Certificate in Leadership and Management from the CSC	Four (4) years of supervisory/ leadership management experience	Forty (40) hours of supervisory/ management learning and development intervention	CS Professional Second Level Eligibility	Geospatial Integration Division (GID)
	<b>Technical Competencies required</b>	<b>Has the ability to perform/execute Technical Competencies on: 1) Remote Sensing Skills 2) Environment and Natural Resource Data Analysis</b>								
	<b>Job Description:</b>	1. Supervises the overall implementation of project activities of the division/section to ensure effective management and fund utilization in accordance to the approved Work and Financial Plan. 2. Assists the Director in the formulation of policies on ENR related surveying and mapping activities. Serves as resource person for remote sensing specifically in ENR-related meetings and trainings/workshops. 3. Recommends to the Director the undertaking of new ENR related projects and the expansion/termination of existing one. 4. Recommends results of analysis of ENR related research and development projects. 5. Defines criteria for data analysis and modelling based on specific requirements of ENR data for effective implementation of project activities. 6. Prepares technical/analysis report and documentation on ENR-related projects/activities. 7. Reviews and evaluates technical reports and outputs of various GID projects to ensure correctness and quality. 8. Evaluates procedure and results of analyses related to ENR data integration and recommends to the Division Chief for validation and endorsement. 9. Acts as Branch's data custodian and manage archive unit and act as link on data sharing and exchange for the NAMRIA Geoportal project. 10. Oversees the Information and Clients Services Unit (ICSU) for efficient and effective delivery of service 11. 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

- |                          |       |   |
|--------------------------|-------|---|
| <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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