

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);		
	issued by the CSC of CLSD (as needed),	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)

 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)

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 2 2 2022	
		marin
For queries, applicants may contact H	RMS at 88105458	ATTY. JESSIE M. RACIMO OIC, Administrative Division
	APPROVED FOR PUBLICATION BULLETIN BOARD	Usec. PETER N. TIANGCO, PhD, CESO I
LOVP-2022-010 (SSB and RDAB)	BY: Manuel Gyalamayan Jr OIC, Record Wanagaman 2022ction DATE: NOVenagaman 2022ction	Administrator



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No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
× 4 *	One (1) Chief Administrative Officer	NAMRIAB- CADOF-3- 2004	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	Administrative Division
	Technical Competencies required	Benefits and Managemer	d Welfare at and Dis	e Administrat sposal 6) Rec	te Technical Comp ion 3) Learning a tords Managemen	nd Development t 7) Library Man	4) Procurement agement 8) Cash	Management Management	5) Inventory o	г Ргорегсу
1		 Provides direction in the implementation of the strategic HR manpower/workforce plan by identifying various sources of recruitment and keeping abreast of current hiring trends and practices such as online and telephone recruitment, job postings, campus recruitment, outsourcing for management positions, referral systems and etc. to ensure continuous supply of qualified applicants needed by operations and other units in the agency. Interprets benefits policies and defines implementing guidelines for exceptional cases. Provides direction in the implementation of the learning and development activity of the agency by maintaining and monitoring the organization's training and development systems and structures to ensure that individuals possess the competencies required of their work roles. Reviews and develops existing storage procedures by identifying areas for improvement to eliminate variances and maximize storage facilities. Decides and approves matters pertaining to records management such as classification of confidential records/documents to ensure the efficient implementation of records management in accordance with RA 9470, 55 and ISO standards. Supervises actual implementation of library policies, procedures, rules and regulations related to library and documentation activities. Oversees the cash management function by reviewing the Collection and Disbursement Report and assists senior management to manage the liquidity, debt, and assets of the organization. 								



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No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment		
	One (1) Chief Remote Sensing Technologist	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 Resource Division (PCRD)		
	Technical Competencies required	Has the ability to perform/execute Technical Competencies on: 1) Remote Sensing Skills 2) Environment and Natural Resource Data Analysis										
1 Job	Job Description:	 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. 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. 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. 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. Plans, implements, monitors, controls and evaluates environment and natural resources (ENR) related projects/activities to ensure effective and efficient implementation. Defines criteria for data analysis and modelling based on specific requirements of ENR data for effective implementation of project activities. Prepares technical/analysis report and documentation on ENR-related projects/activities. Acts as resource person in ENR-related meetings/workshops/trainings to capacitate data users on data analysis. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities. 										
		8. Acts as res 9. Performs o	source pers	son in ENR-relate	d meetings/workship	ops/trainings to cap	pacitate data users	on data analysis	5.			
	One (1) Chief Remote Sensing Technologist	8. Acts as res 9. Performs o NAMRIAB- CRST-3- 1998	source pers	son in ENR-relate	d meetings/workship	ops/trainings to cap	pacitate data users above mentioned a	on data analysis	CS Professional Second Level Eligibility	Geospatial Integration Division (GID)		
	Chief Remote Sensing Technologist Technical Competencies	9. Performs of NAMRIAB- CRST-3- 1998 Has the abi Data Analy	SG 24	PHP 88,410.00	d meetings/worksho e deemed necessar CSC Minimum Requirement Technical Compe	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) tural Resource		
2	Chief Remote Sensing Technologist Technical	 9. Performs of NAMRIAB-CRST-3-1998 Has the abi Data Analy 1. Supervise: accordance to 2. Assists the Serves as refaces as refac	SG 24 SG 25 SG 25	PHP 88,410.00 PHP 88,410.00 rform/execute Ill implementation oved Work and F n the formulation son for remote se Director the und so f analysis of EN ata analysis and I	d meetings/worksho be deemed necessar CSC Minimum Requirement Technical Compe	Master's Degree or Certificate in Leadership and Management from the CSC tencies on: 1) Re s of the division/se related surveying of ENR-related meet R related projects a and development specific requiremet	Four (4) years of supervisory/ leadership management experience emote Sensing SI ction to ensure effe and mapping activit ings and trainings/ and the expansion/t projects. ints of ENR data for	Forty (40) hours of supervisory/ management learning and development intervention citils 2) Environ citils 2) Environ citils 2, Environ ective managem ies.	CS Professional Second Level Eligibility ment and Na ent and fund ut	Geospatial Integration Division (GID) tural Resource		

APPLICAT			COMP RESOURCE	SORMATION AUTHO	APPLICATIC		IECKLIST			
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Checklist s	Checklist shall be submitted to HRMS for their verification					Checklist shall be submitted to HRMS for their verification				
1.	1. Application Letter (indicating the position being applied for and its corresponding item number)				1.	Application Letter (indicating the position being applied for and its corresponding item number)				
2.	2. PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017); csc.gov.ph					PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017); csc.gov.ph				
3.	Work Experience Sheet (csc.gov.ph)	t (CSC Form N	lo. 212)*		3.	Work Experience Sheet (CSC Form No. 212)* (csc.gov.ph)				
4.	Photocopies of two (2) Commitment and Revie employees)		4.	Photocopies of two (2) recent Individual Performance Commitment and Review (IPCR) Form (for government employees)						
5.	Photocopies of the follo	owing:			5.	Photocopies of the following	ng:			
5.1	College/High school Diploma	5.2	Transcript of Records (TOR)		5.1	College/High school	5.2	Transcript of Records (TOR)		
5.3	Valid Professional Regulation Commission (PRC) License*	5.4	CSC - Authenticated Career Service Eligibility*		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*		5.5	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	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)	ו			5.7.1	Applicant's Qualification form (for Outsider)		T		
* If applicab	le					* If applicable				
		HRI	MS (signature)			-	HRMS (s	ignature)		