

LIST OF VACANT POSITIONS as of (NOVEMBER 2023)

NAMRIA-RSP-Form03 Rev06

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-empo 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

e.6) Service Record (for government employees); and

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:

DEC 0 4 2023

For queries, applicants may contact HRMS at 88105458

*Pursuant to CSC MC No. 07, s. 2014, Person with Disabilities (PWDs) are encouraged to apply.

ATTY. JESSIE M. RACIMO

Chief, Administrative Division

PETER N. TIANGCO, PhD, CESO I

Administrator

LOVP-2023-006 (GISMB)

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LIST OF VACANT POSITIONS as of NOVEMBER 2023

GEOSPATIA	L INFORMATION	SYSTEMS MANAGEMENT	F BRANCH (GISMB)-(1) Vacant Position/s
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				per Month			Experience	Training	Eligibility	Assignment	
	One (1) Director I	NAMRIAB- DIR1-6- 1998	SG 25	PHP 102,690.00	CSC Minimum Requirement	Master's Degree or Certificate in Leadership and Management from the CSC	Five (5) years of supervisory/ leadership management experience	One Hundred Twenty (120) hours of supervisory/ management learning and development intervention	CS Professional Second Level Eligibility	Office of the Assistant Director, Geospatial Information Systems Management Branch	
	Technical Competencies required	Has the ability to perform/execute Leadership Competency/Management on the following: 1) Building Collaborative, Inclusive Working Relationships 2) Managing Performance and Coaching for Results 3) Leading Change 4) Thinking Strategically and Creatively 5) Creating and Nurturing a High Performing Organization									
1	Job Description:	1. Assists the Director of Geospatial Information Systems Management Branch in influencing, persuading and inspiring others to support the organization's vision, mission, values and goals; 2. Assists in reinforcing change and communicates effectively a clear vision that generates excitement, enthusiasm and commitment to the organization mission. 3. Assists in assuming a pivotal role in promoting the development of an inspiring, relevant vision for the organization and influences others to share ownership of office goals. 4. Assists in making specific changes in the performance management system or in own work methods to improve performance (e.g. does something better, faster, at lower cost, more efficiently; improves, quality, customer satisfaction, morale, revenues); 5. Assists in cultivating a learning environment by structuring interactive experiences and employing a range of development strategies; 6. Assists in preparing of plans and programs and in the formulation or enhancement of policies; and 8. Assists in developing and implementation of personnel programs/decisions to promote harmonious long-term relations between employees and management; and prevent possible administrative issues from worsening.									

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APPLICATION CHECKLIST

APP	ICATION	CHECKLIST
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NAMRIA-RSP-I		NAMRIA-RSP-Form	04 Rev	C 1987 *	LINES	NAMRIA-RSP-Form	04 Rev02	4 Rev02			
Checklist shall be submitted to HRMS for their verification					Check	Checklist shall be submitted to HRMS for their verification					
	1.	Application Letter (indication and its corresponding		1.	Application Letter (indicating the position being applied for and its corresponding item number)						
	2.	PERSONAL DATA SHEET 2017); csc.gov.ph	(PDS) (C	5 Form 212 Revised		2.	PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017); csc.gov.ph				
	3.	Work Experience Sheet ((csc.gov.ph)	(CSC Form	No. 212)*		3.	Work Experience Sheet (CSC Form No. 212)* (csc.gov.ph)				
	4.	Photocopies of two (2) r Commitment and Review employees)		4.	Photocopies of two (2) recent Individual Performance Commitment and Review (IPCR) Form (for government employees)						
	5.	Photocopies of the follow	ving:			5.	Photocopies of the follow	ving:			
	5.1	College/High school Diploma	5.	2 Transcript of Records (TOR)		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*		5.3	Valid Professional Regulation Commission (PRC) License*	5.4	CSC - Authenticated Career Service Eligibility*		
	5.5	Certificate/s of Previous	5.	6 Service Record*		5.5	Certificate/s of Previous Employment*	5.6	Service Record*		
	5.7	Employment* Certificates of Trainings Attended*	5.	8 Certificate of Award/ Recognition conferred by recognized and prestigious awarding bodies *	n	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)				5.7.1	Applicant's Qualification form (for Outsider)				
* If applicable							* If applicable				
				UDMC (cianature)				HRMS (s	ignature)		