



## LIST OF VACANT POSITIONS as of (JUNE 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-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**.

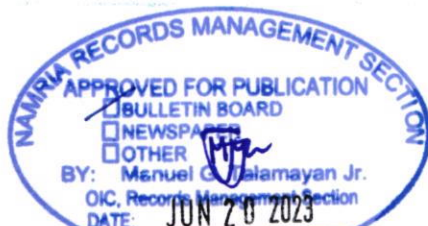
6. The Scanned documentary requirements submitted shall only be used for the position applied for. A maximum of three (3) positions can be applied by the applicants.

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:** JUN 30 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

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



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### LIST OF VACANT POSITIONS as of JUNE 2023 (JOB ORDER)

#### MAPPING AND GEODESY BRANCH - (4) Vacant Position/s

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
1	<b>Two (2) Project Development Officer I</b>	Not/Applicable		<b>Php 19,940.00</b>	Bachelor's degree relevant to the job (preferably IT or Engineering related courses)	None Required	None Required	(Preferably) CS Prof / RA 1080	Cartography Division (CD)
	Additional Competency required	<b>1. Computer literate preferably MS Office (Excel, Word &amp; Power Point); and</b> <b>2. Must have good communication, documentation and preparation skills.</b>							
	Job Description:	1. Assists in secondary data collection; 2. Performs digital conversion and compilation of collected data of the project; 3. Assist in the conduct of field validation/completion activities; 4. Assist in the conduct of research specifically in digitization of maps and imageries; 5. Provides other technical support in the compilation, layout and enhancement of maps; 6. Assists in the evaluation and review of project outputs; and 7. Perform other related tasks as may be deemed necessary to carry out the above mentioned activities.							
2	<b>Two (2) Project Development Assistant II</b>	Not/Applicable		<b>Php 16,051.00</b>	Bachelor's degree relevant to the job (preferably IT or Engineering related courses)	One (1) year of relevant experience	Four (4) hours of relevant training	(Preferably) CS Sub-Prof	Cartography Division (CD)
	Additional Competency required	<b>1. Works on multiple thematic data in GIS application;</b> <b>2. Can handle digital conversion of analog maps;</b> <b>3. Knowledgeable in the processing of field reports (using ARCGIS, Autocad, and other related softwares); and</b> <b>4. Must have good communication, documentation, and preparation skills.</b>							
	Job Description:	1. Assists in secondary data collection; 2. Assists in digital conversion and compilation of collected data of the project; 3. Assist in the conduct of field validation/completion activities; 4. Assist in the conduct of research specifically in digitization of maps and imageries; 5. Provides other technical support in the compilation, layout and enhancement of maps; 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

- |                          |       |   |  |
|--------------------------|-------|---|--|
| <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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HRMS (signature)