



LIST OF VACANT POSITIONS as of (JULY 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.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: AUG 21 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

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
1	One (1) Project Development Officer I	Not/Applicable		Php 19,940.00	Bachelor's degree relevant to the job (preferably Forestry, Comp. Science, IT or other related science courses)	None Required	None Required	(Preferably) CS Prof / RA 1080	Geospatial Integration Division (GID)
	Additional Competency required	1. Computer literate preferably MS Office (Excel, Word & Power Point).							
	Job Description:	1. Assists in the secondary data collection ; 2. Assists in digital conversion and compilation of the collected spatial and non-spatial data of the project; 3. Assists in the databasing and archiving of project outputs; 4. Assists in the reproduction of maps and images produced in the project; 5. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.							
2	Three (3) Project Development Officer I	Not/Applicable		Php 19,940.00	Bachelor's degree relevant to the job (preferably Forestry, Comp. Science or other related science courses)	None Required	None Required	(Preferably) CS Prof / RA 1080	Land Resource Data Analysis Division (LRDAD)
	Additional Competency required	1. Preferably with relevant experience in RS/GIS application							
	Job Description:	1. Conducts secondary data collection; 2. Assists 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. Assists in the databasing and archiving of project outputs; 6. Assists in the data preparation related to client request; and 7. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.							
3	One (1) Project Development Assistant IV	Not/Applicable		Php 18,549.00	Bachelor's degree relevant to the job (preferably in Bachelor of Science in Office Administration, Computer Science, or other related administrative courses)	Three (3) years of relevant experience	Eight (8) hours of relevant training	(Preferably) CS Sub-Prof	Land Resource Data Analysis Division (LRDAD)
	Additional Competency required	1. Has the ability to perform/execute technical competencies on Clerical/ Secretarial/ Executive Assistance Skills							
	Job Description:	1. Assists in secondary data collection; 2. Reviews, verifies and maintains information into databases; 3. Drafts routine business correspondence for review of superior; 4. Assists and prepares notice and minutes of the meeting; 5. Assists in the data preparation related to client request; 6. Implements record management processes for the office; 7. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.							



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)



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