



LIST OF VACANT POSITIONS as of (SEPTEMBER 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:** 02 OCT 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



APPLICATION CHECKLIST

NAMRIA-RSP-Form04 Rev02



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)

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) | |
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HRMS (signature)