

# LIST OF VACANT POSITIONS as of MAY 2021

NAMRIA-RSP-Form03 Rev03

#### 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-empower 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) (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) Civil Service Commission-Authenticated e.5) College Diploma and Transcript of Records (TOR).

Career Service Eligibility (as needed);

e.2) Certificate/s of Previous

Employment;

e.4) Valid Professional Regulation Commission (PRC) License (as needed); and

- 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.xdsx) 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-ADDF2-17-2005 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 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:	1	4 202	1

For queries, applicants may contact HRMS at 88105458

ATTY. JESSIE M. RACIMO **OIC Chief, Administrative Division** 

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

LOVP 2021-004 (HB,GISMB)

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# LIST OF VACANT POSITION as of MAY 2021 HYDROGRAPHY BRANCH (HB) - (1) Vacant Position/s

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
	One (1) Engineer III	NAMRIAB- ENG3-12- 1998	SG 19	PHP 48,313.00	CSC Minimum Requirement	Bachelor's Degree in Engineering relevant to the job	Two (2) years of relevant experience	Eight (8) hours of relevant training	RA 1080	Physical Oceanography Division (POD)
1	Technical Competencies required  Has the ability to perform/execute technical competencies on: 1.) Prepares field survey programs in conducting physical oceanographic field surveys operations 2.) Monitors sea level anomalies and other physical oceanographic observations 3) Conducts repair maintenance of oceanographic instruments 4) Prepares projects reports to oceanographic field surveys.									
	Job Description:	<ol> <li>Ensures th</li> <li>Plans and</li> <li>Ensures th</li> <li>Prepares p</li> <li>Formulates</li> <li>Conducts of</li> </ol>	ne accuraci initiates tr nat goals, p project fold s oceanog quality con	y and reliability aining program plans and prog der related to o raphic program atrol of hydrogr	of processed and of the development of the developm	•	sion. tegic initiatives		es.	

\*\*\* NOTHING FOLLOWS \*\*\*



### Map your Future with us!

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LIST OF VACANT POSITIONS as of MAY 2021
GEOSPATIAL INFORMATION SYSTEM MANAGEMENT BRANCH (GISMB) - ( 2 ) Vacant Position/s

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
	One (1) Information Systems Analyst II	NAMRIAB- INFOSA2-6- 1998	SG 16	PHP 36,628.00	CSC Minimum Requirement	Bachelor's Degree relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	CS Professional/ Second Level Eligibility	Geospatial Systems Development Division (GSDD)
	Technical Competencies required						on: 1) Database and Integration	/System Design	2) System I	Research and
1	Job Description:	2. Understands 3. Conducts and 4. Conducts dat 5. Designs resee 6. Assists in the 7. Writes, debug 8. Translates sy 9. Implements a 10. Checks the o	strategic s I interprets abase/syste arch or surv drafting of gs, tests, ar stem design and maintal operations	ystem plannin client requirer em requiremen ey questionna system qualit and modifies ap an document in as application and functional	g. nents assessments analysis. nires. y, standards, po opplication systen to computer app systems. ities of applicatio	nit. licies, and plans. ns. on systems	sign specifications.	ed activities		
	One (1) Administrative Aide VI (Clerk III)	Namriab- Ada6-24-2004	SG 06	PHP 16,200.00	CSC Minimum Requirement	Completion of two (2) years studies in college	None Required	None Required	CS Sub- Professional First Level Eligibility	Geospatial Systems Development Division (GSDD)
	Technical Competencies required	Has the ability Build-up and I				Competencies ch and Analysis		ecretarial/Exec	utive Assistanc	ce Skills 2) Databas
2	Job Description:	Assists in mee     Implements re     Operates word     Digitizes anale     Researches the	etings and pecord mana d processin ogue data a ne details in	prepares minu agement proce g, spreadshee and collects sp resolving issu	tes of the meeti esses for the exe t and other data atial and/or ope es, analyzes fin	ng. ocutive/office and o encoding softwa rations support d dings, prioritizes a		documentation ematives.	s programs	

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	3.	Work Experience Sheet (C	SC Form No. 212)* (csc.gov.ph)	3	. Work Experience Sheet (C	SC Form No. 212)* (csc.gov.ph)
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	5.1	College/High school Diploma	5.2 Transcript of Records (TOR)	5.1	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	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	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	7 Certificates of Trainings Attended*	5.8 Certificate of Award/ Recognition conferred by recognized and prestigious awarding bodies *
	5.7.1	Applicant's Qualification for	rm	5.7.1	1 Applicant's Qualification for	rm
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