



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-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) (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
Career Service Eligibility (as needed);

e.5) College Diploma and Transcript of Records (TOR).

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.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 **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:** _____

MAY 14 2021

For queries, applicants may contact HRMS at 88105458

ATTY. JESSIE M. RACIMO

OIC Chief, Administrative Division

Usec. PETER N. TIANGCO, PhD, CESO I
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:	1. Prepares plans and programs for the enhancement of physical oceanographic activities. 2. Ensures the accuracy and reliability of processed and published data 3. Plans and initiates training programs for the development of the division. 4. Ensures that goals, plans and programs are aligned to the office strategic initiatives 5. Prepares project folder related to oceanographic field surveys. 6. Formulates oceanographic programs and policies. 7. Conducts quality control of hydrographic data from other sources. 8. Perform other related tasks as may be deemed necessary to carry out the above mentioned activities.								

***** NOTHING FOLLOWS *****



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

*** NOTHING FOLLOWS ***

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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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