

### LIST OF VACANT POSITIONS as of DECEMBER 2021

NAMRIA-RSP-Form03 Rev05

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;
- issued by the Civil Service Commission (CSC)

needed);

- e.3) Authenticated Certificate of Eligiblity e.5) College Diploma and Transcript of Records (TOR);

- or Career Service Eligibility (CESB) (as e. 6) Service Record (for government employees);
- e.2) Certificate/s of Previous Employment;
- e.4) Valid Professional License issued by PRC/SC/MARINA (as needed); 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)
- 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:	DEC 2 0 2021
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ATTY. JESSIE M. RACIMO **OIC Chief, Administrative Division** 

For queries, applicants may contact HRMS at 88105458

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

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BY ZENAIDA A. LEANOR AO V (Records Office DEC US)



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# LIST OF VACANT POSITION as of DECEMBER 2021 (JOB ORDER)

# RESOURCE DATA ANALYSIS BRANCH (RDAB) - ( 15 ) Vacant Position/s

	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Relevant Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
	Fifteen (15) Geographic Information Systems (GIS) Specialist I	aphic lation Not/Applicable (GIS)		PHP 26,754.00	Bachelor's degree relevant to the job (preferably Geodetic Engineering, Computer Science, Information Technology, Forestry and other related engineering courses)	Atleast three (3) months experience in GIS application (use of ARCGIS and other related softwares)	Atleast ten (10) hours of training related on GIS/MIS application	None Required	Land Classification Division, Resource Data Analysis Branch (LCD-RDAB)
1	1. Bachelor's degree in Forestry, Human Ecology, Geodetic Engineering, or other related Information Technology and Computer Science fields that employs the use of Geographic Information Systems in land resources management; 2. Works on multiple thematic data in GIS application; 3. Can handle digital conversion of analog maps; 4. Knowledgeable in the processing of field reports (using ARCGIS, Autocad, and other related softwares); 5. Must have good communication, documentation, and preparation skills; 5. Must have experience in the development of a project that utilized Web Applications and Console Applications.								
- t	1. Scanning and georeferencing of analog Land Classification (LC) Maps, Regulatory and other reference maps using GIS software;  2. Replotting/compilation of LC lines and corners in topographic maps;  3. Collection of related thematic data;  4. Review the positional accuracy, correctness and other properties of CCLOA shapefiles submitted by DAR and other reference maps gathered;  5. Execute GIS integration and overlay of thematic layer such as Topographic Map, LC collective CLOA (CCLOA), CADC, Protected Areas, Satellite imagiries and other reference spatial data;  6. Review and suitability analysis and make recommendation;  7. Record findings/observations and make recommendation;  8. Map layouting of processed CCLOA such as provincial control maps showing all the CCLOAs in AO size and cluster of CCLOA in A3 size;  9. Assist in the training/presentation of findings to concerned Offices;  10. Facilitate submission of CLOA shapefiles to DAR/Regional Offices and to other partner agencies;  11. Manage CLOA shapefiles once received by NAMRIA;  12. Integrate projected CLOA shapefiles into a common file database system; and  13. Create and maintain database of CLOA shapefiles.  14. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.								