

# LIST OF VACANT POSITIONS as of JANUARY 2020

NAMRIA-RSP-Form01 Rev01

### Man your future with ust

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. By 2020, our vision is to be the center of excellence, building a geospatially-empowered **Philippines** 

## **APPLICATION GENERAL GUIDELINES**

- 1. All qualified applicants are invited to submit the following application documents in HARD and ELECTRONIC copies (per position applied for). Hard copies shall be submitted to the Human Resource Management Section (HRMS), 2F NAMRIA Main Bldg., Lawton Ave. Fort Andres Bonifacio, Taguig City, while electronic copy shall be emailed at hrmsrecruitment@namria.gov.ph
  - a. Application letter, indicating the vacant position being applied for and its corresponding item number addressed to:

## Usec. PETER N. TIANGCO, PhD **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. Photocopy of two (2) recent Individual Performance Commitment and Review (IPCR) Form (for government employees); and
- e. Other Application Documents:
  - e.1) Photocopy of Certificates of Trainings Attended;
- e.3) Civil Service Commission-Authenticated e.5) Photocopy of College Diploma and Transcript of Career Service Eligibility (as needed); Records (TOR).

e.2) Certificate/s of Previous Employment;

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

2. The **original copy** of photocopied document shall be presented for HR authentication.

- 3. The hard copy of documents shall be placed in a long brown envelope with the Application Checklist (See posting attachment)
- 4. External applicants shall download and accomplish the Applicant's Qualification form (http://www.namria.gov.ph/downloads/hr/applicantqualificationform.xlsx) and email it along with the required documents to hrms@namria.gov.ph with APPLICATION FOR (POSITION- DIVISION) as email subject.
- 5. Only applications submitted on time and with COMPLETE DOCUMENTARY REQUIREMENTS shall be ACCEPTED.
- 6. The Personal Data Sheet (PDS) and other documentary requirements submitted shall only be used for the position applied for. A maximum of three (3) positions can be applied for. Applicants must submit one (1) set of documentary requirements for every position applied
- 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.

FEB 1 2 2020 8. DEADLINE OF APPLICATION: 9. Acceptance of application shall be from 1:00 pm till 5:00 pm. **CONCEPCION A. BRINGAS** 

For queries, applicants may contact HRMS at 88105458

Chief, Administrative Division

JAN 3 1 2020 DATE RECEIVED MANGAMMLA PRINCESS CONTROL NO

Usec. PETÉR N. TIANGCO, PhD **Administrator** 

LOVP-SN1 2020-0001

RECORDS MANAGEMEN APPRÓVED FOR PUBLICATION BULLETIN BOARD ■ NEWSPAPER **□** OTHERS

BY: ZENAIDA A. LEANO AO V (Records) Officer 12 DATE:



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. By 2020, our vision is to be the center of excellence, building a geospatially-empowered Phillipping. Philippines.

## **LIST OF VACANT POSITIONS as of JANUARY 2020** GEOSPATIAL INFORMATION SYSTEM MANAGEMENT BRANCH - Vacant Position/s

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No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
					CSC Minimum Requirement		One (1) year of relevant experience	Four (4) hours of relevant training		
1	One (1) Engineer II	NAMRIAB- ENG2-23- 1998	SG 16	Php 35, 106.00	Competency-Based Qualification Standard	Bachelor's Degree in Engineering relevant to the job	Preferably with experience in at least two (2) of the following: media production, information dissemination and documentation geomatics training, and client service	Preferably with acquired training in at least two (2) of the following: media production, information dissemination and documentation, geomatics training, and client service	RA 1080	Geospatial Information Services Division
	Technical Competencies required				competencies on: 1)	 Media Production; 2) Info nent		and Communication (I	EC) and Partnersh	nip Management;
	Job Description:	Conducts re     Leads the	esearch or provision (	n/handles p of geospati	oreparation of/pre-IE al information produ	editorial and writing mate C campaign and partnersl icts and services ists the resource person i	hip development		-visual media mat	erials
					CSC Minimum Requirement		One (1) year of relevant experience	Four (4) hours of relevant training		
2	One (1) Information System Analyst II	NAMRIAB- INFOSA2- 2-1998	SG 16	Php 35, 106.00	Competency-Based Qualification Standard	Bachelor's Degree relevant to the job	Preferably with experience in at least two (2) of the following: media production, information dissemination and documentation geomatics training, and client service	Preferably with acquired training in at least two (2) of the following: media production, information dissemination and documentation, geomatics training, and client service	CS Professional Second Level Eligibility	Geospatial Information Services Division
	Technical Competencies required	Possesses into 3) Client Servi	ermediate ice; 4) Ge	technical comatics Tr	competencies on: 1) raining Management;	Media Production; 2) Info and 5) Archiving	rmation, Education,	and Communication ()	EC) and Partners	nip Management;
	Job Description:	2. Performs vi 3. Handles the 4. Edits video 5. Undertakes 6. Integrates 7. Collaborate 8. Assists in d	ideo editing e conduct using app process of results of es with all of eveloping	g and desk of press co ropriate vid documental client need concerned course des	ctop publishing onferences, media br deo editing software tion and prepares an is-assessment survey parties for smooth in	end-of-activity report  mplementation of all geon s, procedures, multimedia	ge of NAMRIA activit	ams		

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
					CSC Minimum Requirement		One (1) year of relevant experience	Four (4) hours of relevant training		
3	One (1) Media Production Specialist II	NAMRIAB- MPXS2-2- 1998	SG 15	Php 32,053.00	Competency-Based Qualification Standard	Bachelor's Degree relevant to the job	Preferably in at least two (2) of the following: media production, information dissemination and documentation, geomatics training, and client service	Preferably in at least two (2) of the following: media production, information dissemination and documentation, geomatics training, and client service	CS Professional Second Level Eligibility	Geospatial Information Services Division
	Technical Competencies required				ompetencies on: (1) tics Training Manage	Media Production; (2) Inf ment	formation, Education,	and Communication	(IEC) and Partners	ship Management;
	Job Description:	(2) Conducts (3) Leads the	research o	n/handles of geospati	preparation of/pre-IE al information produ	editorial and writing mate C campaign and partners cts and services ists the resource person i	hip development		o-visual media mat	erials
	Three (3)	NAMRIAB- INFOSA2- 3-1998, NAMRIAB-			CSC Minimum Requirement		One (1) year of relevant experience	Four (4) hours of relevant training  Preferably in	CS	Geospatial
4	Information System Analyst II	INFOSA2- 4-1998, NAMRIAB- INFOSA2- 1-1998	SG 16	Php 35, 106.00	Competency-Based Qualification Standard	Bachelor's Degree relevant to the job	system analysis, database design or information management	System Analysis and Design and GIS	Professional Second Level Eligibility	Database Management Division
4 Advance technical competencies on: 1) Database Build-up and Integration 2) Information System Research Technical Competencies required Has the ability to perform / execute the technical competencies on System Analysis and Design					Research	L				
	Job Description:	1. Translates data analysis requirements into database design sepcifications. 2. Assists in monitoring the information system research activities to ensure that the planned information research outputs have been achieved. 3. Verifies that the reviewed information system research output document conforms with the one reviewed by the immediate supervisor to ensure the integrity of the data collected. 4. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.								
		4			CSC Minimum Requirement		Three (3) years of relevant experience	Sixteen (16) hours of relevant training		
5	One (1) Information Technology Officer II	NAMRIAB- ITO2-4- 1998	SG 22	Php 66, 867.00	Competency-Based Qualification Standard	Bachelor's Degree relevant to the job	Preferably in application development, system research, analysis, and design.	Preferably in application development; system analysis and design; and Geographic Information System (GIS).	CS (Prof.) Second Level Eligibility	Geospatial System Development Division
	Technical Competencies required	Superior technical competencies on: 1) Database/System Design 2) Application Development 3) System Research and Analysis and 4) Database Build-up and								
	Job Description:	(c) system res 2. Evaluates a documentation 3. Leads the in 4. Introduces,	earch and nd approv n, and (d) mplementa recomme	analysis aces the follo outputs of ation and e nds, or rev	ctivities, and (d) activities, and (d) activities, and (d) database/s database-related activaluation of data maises data/system des	(b) application development vities in the development system design (b) develop tivities. inagement and informatio ign-related standards, po essary to carry out the ab	of enterprise database bed information system on security standards licies, and plans.	ses, metadatabases ar em (c) assessment, ar	nd data catalogue:	

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment	
	Two (2) Information System Analyst II	NAMRIAB-			CSC Minimum Requirement		One (1) year of relevant experience	Four (4) hours of relevant training			
6		INFOSA2- 6-1998 & NAMRIAB- INFOSA2- 5-1998	SG 16	Php 35, 106.00	Competency-Based Qualification Standard	Bachelor's Degree relevant to the job	Preferably in application development and in any of the following: system research, analysis, or design.	Preferably in in application development or system analysis and design	CS Professional Second Level Eligibility	Geospatial System Development Division	
	Technical Competencies required				e intermediate techn atabase Build-up and	ical competencies on: 1) Integration	Database/System De	esign 2) System Rese	arch and Analysis		
	Job Description:	<ol> <li>Conducts d</li> <li>Assists in til</li> <li>Translates</li> <li>Implement</li> <li>Conducts re</li> </ol>	atabase/sy he drafting system de s and mair esearch or	ystem requi g of system sign docum ntains appli n data man	irements analysis. quality, standards, pent into computer a cation systems.  agement and securit		entory for information	n system strategic plai lties.	nning.		
	One (1) Administrative Aide VI (Clerk III)	NAMRIAB- ADA6-21- 2004	SG 6	Php 15,524.00	CSC Minimum Requirement  Competency-Based Qualification Standard	Completion of two (2) years studies in college	1 year of relevant experience	4 hours of relevant training	CS Sub- Professional (1st Level Eligibilty)	Geospatial System Development Division	
7	Has the ability to perform / execute Basic Technical Competencies on: 1) Clerical/Secretarial/Executive Assistance Skills 2) Database Build-up and Integration and 3) System Research and Analysis required										
	Job Description:	1. Drafts routine business correspondence and coordinates information with different units/offices and agencies programs 2. Assists in meetings and prepares minutes of the meeting. 3. Implements record management processes for the executive/office and maintains technical documentation 4. Operates word processing, spreadsheet and other data encoding software. 5. Digitizes analogue data and collects spatial and/or operations support data. 6. Researches the details in resolving issues, analyzes findings, prioritizes and categorizes alternatives. 7. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities									
					CSC Minimum Requirement	Bachelor's Degree relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	- CS	Geospatial Information &	
	One (1) Computer Programmer II	NAMRIAB- COMPRO2- 3-1998	SG 15	Php 32,053.00	Competency-Based Qualification Standard	Preferably in Computer Science, BS Information Technology and other related field	Experience in application development	Training in application development	Professional Second Level Eligibility	Communi- cations Technology Division	
8	Technical Competencies required	Advance technical competencies on: 1)Application Development, Intermediate technical competencies on: 1) Information and Communication Technology (ICT) Resource Management 2) Database Build-up and Integration 3) Database/System Design  Basic competencies on System Research and Analysis									
	Job Description:	2. Assists in d 3. Analyzes di 4. Conducts n 5. Conducts d 6. Conducts p 7. Assists in t 8. Assists in t 9. Assists in I	lesigning lo igitized and esearch or lata invent preventive the mainted the monito CT resource	ogical solut d statistical n data man ory for the and correct nance and ring and ev ce planning	data and assists in lagement and securit Information System tive maintenance of I installation of ICT resolutions of ICT resolutions of ICT resolutions and research	the drafting of the Requir y standards Strategic Program (ISSP) ICT resources	document ies.				

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					CSC Minimum Requirement	Bachelor's Degree relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	cs	Geospatial Information &
	One (1) Computer Maintenance Technologist II	NAMRIAB- CTMT2-3- 1998	SG 15	Php 32,053.00	Competency-Based Qualification Standard	Preferably in Computer Science, BS Information Technology and other related field	Experience in application development	Training in application development	Professional Second Level Eligibility	Communi- cations Technology Division
9	Technical Competencies required	Advance technical competencies on: 1)Application Development, Intermediate technical competencies on: 1) Information and Communication Technology (ICT) Resource Management 2) Database Build-up and Integration 3) Database/System Design  Basic competencies on System Research and Analysis						on Technology Basic		
	Job Description:	2. Assists in the state of the	ne monito onitors, ad CT resourche he monito ther relate evant data he transla	ring and evaluninisters as the planning ring and evalued tasks as as or information of data	raluating of ICT reson and secures the network and research raluating of ICT reson may be deemed neo- pation from the RAR for	istallation of ICT resource urces, projects and activit ork system and other ICT urces, projects and activit essary to carry out the ab or input to Database Desi juirements into design spe	ies. resources and their ies. ovementioned activi gn (DD)/System Des	ties ign (SD) document	irements into syst	em design
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# APPLICATION CHECKLIST APPLICATION CHECKLIST



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1 Application Letter (indicating the position being applied for and its corresponding item number)	Application Letter (indicating the position being applied for and its corresponding item number)
2 PERSONAL DATA SHEET (PDS) (CS Form 212 Revised	2 PERSONAL DATA SHEET (PDS) (CS Form 212 Revised
2017); csc.gov.ph  3 Work Experience Sheet (CSC Form No. 212)* (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)	4 Photocopies of two (2) recent Individual Performance Commitment and Review (IPCR) Form (for government employees)
5 Photocopies of the following:	5 Photocopies of the following:
5.1 College/High school	5.1 College/High school 5.2 Transcript of Records (TOR)
5.3 Valid Professional Regulation Commission (PRC) License*  5.4 CSC - Authenticated Career Service Eligibility*	5.3 Valid Professional Superior Service Eligibility*  (PRC) License*  5.4 CSC - Authenticated Career Service Eligibility*
5.5 Certificate/s of Previous Employment* 5.6 Service Record*	5.5 Certificate/s of Previous Employment* 5.6 Service Record*
5.7 Certificates of Trainings 5.8 Certificate of Award/ Attended*	5.7 Certificates of Trainings 5.8 Certificate of Award/Recognition conferred
recognized and prestigious awarding bodies *  5.7.1 Applicant's Qualification form (for Outsider)  * If applicable	by recognized and prestigious  5.7.1 Applicant's Qualification form (for Outsider)  * If applicable
HRMS (signature)	HRMS (signature)
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