



LIST OF VACANT POSITIONS as of JANUARY 2020

NAMRIA-RSP-Form01 Rev01

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 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 Career Service Eligibility (as needed);

e.5) Photocopy of College Diploma and Transcript of 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 for.**

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.

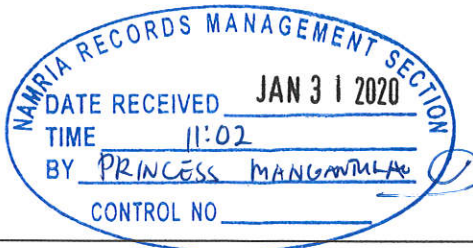
FEB 12 2020

8. **DEADLINE OF APPLICATION:** _____

9. **Acceptance** of application shall be from **1:00 pm till 5:00 pm**.

For queries, applicants may contact HRMS at 88105458

Concepcion A. Bringas
CONCEPCION A. BRINGAS
Chief, Administrative Division



Peter N. Tiangco
Usec. PETER N. TIANGCO, PhD
Administrator

LOVP-SN1 2020-0001



No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
3	One (1) Media Production Specialist II	NAMRIAB-MPXS2-2-1998	SG 15	Php 32,053.00	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 Information Services Division
					Competency-Based Qualification Standard		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		
	Technical Competencies required	Possesses intermediate technical competencies on: (1) Media Production; (2) Information, Education, and Communication (IEC) and Partnership Management; (3) Client Service; and (4) Geomatics Training Management								
	Job Description:	(1) Conceptualizes, designs, and prepares publications, editorial and writing materials, media relations materials, and audio-visual media materials (2) Conducts research on/handles preparation of/pre-IEC campaign and partnership development (3) Leads the provision of geospatial information products and services (4) Provides technical assistance to participants and assists the resource person in all aspects of the geomatics training								
4	Three (3) Information System Analyst II	NAMRIAB-INFOSA2-3-1998, NAMRIAB-INFOSA2-4-1998, NAMRIAB-INFOSA2-1-1998	SG 16	Php 35, 106.00	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 Database Management Division
					Competency-Based Qualification Standard		Preferably in system analysis, database design or information management	Preferably in System Analysis and Design and GIS		
	Technical Competencies required	Advance technical competencies on: 1) Database Build-up and Integration 2) Information System Research Has the ability to perform / execute the technical competencies on System Analysis and Design								
	Job Description:	1. Translates data analysis requirements into database design specifications. 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.								
5	One (1) Information Technology Officer II	NAMRIAB-ITO2-4-1998	SG 22	Php 66, 867.00	CSC Minimum Requirement	Bachelor's Degree relevant to the job	Three (3) years of relevant experience	Sixteen (16) hours of relevant training	CS (Prof.) Second Level Eligibility	Geospatial System Development Division
					Competency-Based Qualification Standard		Preferably in application development, system research, analysis, and design.	Preferably in application development; system analysis and design; and Geographic Information System (GIS).		
	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 Integration								
	Job Description:	1. Monitors the following: (a) database/system design, (b) application development activities including its implementation and maintenance, (c) system research and analysis activities, and (d) activities in the development of enterprise databases, metadatabases and data catalogues. 2. Evaluates and approves the following: (a) database/system design (b) developed information system (c) assessment, analysis, and technical documentation, and (d) outputs of database-related activities. 3. Leads the implementation and evaluation of data management and information security standards. 4. Introduces, recommends, or revises data/system design-related standards, policies, and plans. 5. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities								

[illegible]

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
9	One (1) Computer Maintenance Technologist II	NAMRIAB-CTMT2-3-1998	SG 15	Php 32,053.00	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 Information & Communications Technology Division
					Competency-Based Qualification Standard	Preferably in Computer Science, BS Information Technology and other related field	Experience in application development	Training in application development		
	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 competencies on System Research and Analysis Basic								
	Job Description:	1. Conducts preventive, corrective maintenance, and installation of ICT resources 2. Assists in the monitoring and evaluating of ICT resources, projects and activities. 3. Installs, monitors, administers and secures the network system and other ICT resources and their performance. 4. Assists in ICT resource planning and research 5. Assists in the monitoring and evaluating of ICT resources, projects and activities. 6. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities 7. Collects relevant data or information from the RAR for input to Database Design (DD)/System Design (SD) document 8. Assists in the translation of data/system analysis requirements into design specifications translates system analysis requirements into system design specifications with supervision.								
				***	NOTHING FOLLOWS			***		



APPLICATION CHECKLIST

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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