



Map your future with us!

NAMRIA-HRM-NRPS-FORM1.1-REV. 1

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. The required documents shall be submitted in **HARD AND ELECTRONIC COPIES** to the Human Resource Management Section and emailed to hrms@namria.gov.ph, respectively. The hard copy of documents shall be placed in a **long brown envelope**
2. 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.
3. All applicants shall be required to submit the **APPLICATION DOCUMENT CHECKLIST** (included in posting attachment)
4. Only applications submitted on time and with **COMPLETE DOCUMENTARY REQUIREMENTS** shall be **ACCEPTED**.
5. The **original copy** of photocopied document shall be presented for HR authentication.
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. For any correction in the PDS or additional attachment to submitted document, a **Client Request Form** shall be accomplished.
8. 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.
9. **Acceptance** of application shall be from **1:00 pm till 5:00 pm**.

For queries, applicants may contact HRMS at 8105458



LIST OF VACANT POSITIONS as of JUNE 2018

NAMRIA-HRM-NMSP-FORM3-REV. 0

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All **qualified applicants** are invited to **submit the following application documents to the Human Resource Management Section (HRMS), 2F NAMRIA Main Bldg., Lawton Ave. Fort Andres Bonifacio, Taguig City, and email electronic copy at hrms@namria.gov.ph**

1. Application letter, indicating the position being applied for and its corresponding item number addressed to:

**USEC PETER N. TIANGCO, PhD
Administrator, NAMRIA**

**2. Properly accomplished Personal Data Sheet (CS Form 212 Revised 2017);
NAMRIA employees are required to update their Electronic PDS (EPDS) account**

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);and

5. Application Documents:

- a) Photocopies of Certificates of Trainings Attended;**
- b) Certificate/s of Previous Employment;**
- c) Civil Service Commission-Authenticated Career Service Eligibility (as needed);**
- d) Photocopy of Valid Professional Regulation Commission (PRC) License (as needed); and**
- e) Photocopies of College Diploma and Transcript of Records (TOR).**

Deadline of submission is on JUL 31 2018.

JUL 20 2018

Posted Date: _____

Posted by: _____

1st Validation (5th day of posting) by: _____

2nd Validation (10th day of posting) by: _____

LOVP- 2018-0006


CONCEPCION A. BRINGAS
Chief, Administrative Division


USEC PETER N. TIANGCO, PhD
Administrator

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
1	One (1) Information Systems Analyst III	NAMRIAB-INFOSA3-7-1998	SG 19	Php 42,099.00	CSC Minimum Requirement	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service Professional	Geospatial System Development Division
					Competency-Based Qualification Standard	Bachelor's Degree in Computer Science/ Information System/ Information Technology/ Technology Management or other related fields	Experience in information system research, analysis, design, and development	Training in System Analysis and Design/ Geographic Information System (GIS)/ Computer Programming		
	Technical Competencies required	Advance technical competencies on: 1) System Research and Analysis 2) Application Development 3) Database/System Design 4) Database Build-up and Integration								
	Job Description:	1. Assigns staff responsible in the conduct of system research and analysis and programmers responsible in the development of computer systems 2. Verifies the validity of information contained in the CRAR and RAR 3. Drafts write-ups for the ICT-related components of the ISSP document and system-related standards, policies, and procedures on system research and analysis ducts peer review of reports 4.Leads the detailed system investigation and needs analysis. 5. Prepares status report concerning system research and analysis and/or ISSP activities 6. Conducts mentoring on system research and analysis 7. Verifies outputs of computer application developmen and prepares status report 8. Conducts mentoring on application system development								
2	Two (2) Computer Programmer II	NAMRIAB-COMPRO2-1-1998 & NAMRIAB-COMPRO2-2-1998	SG 15	Php 29,010.00	CSC Minimum Requirement	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional	Geospatial System Development Division
					Competency-Based Qualification Standard	Bachelor's Degree in Computer Science/ Information System/ Information Technology/ Technology Management or other related fields	Experience in information system development	Training in Computer Programming		
	Technical Competencies required	Intermediate technical competencies on: 1) Application Development 2) Database Creation, Build-up and Integration 3) System Research and Analysis 4) Database/System Design								

	Job Description:	1. Writes, debugs, tests, and modifies application systems 2. Accomplishes all documents related to the development of application systems 3. Translates system design document into computer applications 4. Implements and maintains application systems 5. Checks the operations and functionalities of application systems 6. Translates system analysis requirements into system design specifications 7. Writes and checks the completeness of the SD document								
11	One (1) Engineer II	NAMRIAB-ENG2-2-1998	SG 16	Php 31,765.00	CSC Minimum Requirement	Bachelor's Degree in Engineering relevant to the job	1 year of relevant experience	4 hours of relevant training	RA 1080	Geospatial Information & Communications Technology Division
					Competency-Based Qualification Standard	Bachelor's degree in ECE, Electrical Engineering, Computer Engineering and/or other related Engineering courses	1 year experience as maintenance personnel in network installation or computer system operation	4 hours training in network installation and computer system operation or other ICT related training.		
	Technical Competencies required	A. Intermediate technical competencies on: 1) Information and Communication Technology Resource Management and 2) Information System Research B. Has the ability to perform / execute the following technical competencies: 1) Database Build-up, Integration and Maintenance 2) Computer Program Development 3) System Analysis and Design								
	Job Description:	1. Collects, organizes/synthesizes, analyzes, and presents relevant data. 2. Designs the research/survey questionnaire and drafts research reports. 3. Complies with set of research instructions and established parameters. 4. Installs ICT resources in proper configuration usable for the applications. 5. Provides help-desk services to ICT client using skills to remotely remedied usual ICT operation problems. 6. Provides on-site operational assistance to assist users on ICT-related problems. 7. Conducts preventive and corrective maintenance of ICT resources to prevent system breakdown and continuous system operation respectively, and prepares reports (TIR) to keep record of system history performance log. 8. Conducts ICT resource planning and research for an effective utilization. 9. Undertakes analysis and prepares inventory report on ICT resources to update changes in system's counts and specifications. 10. Performs other related task as may assigned by the Supervisor								
13	One (1) Computer Maintenance Technologist I	NAMRIAB-CTMT1-1-1998	SG 11	Php 20,179.00	CSC Minimum Requirement	Bachelor's Degree relevant to the job	None required	None Required	CS Professional Second Level Eligibility	Geospatial Information & Communications Technology Division
					Competency-Based Qualification Standard	Bachelor's degree in ECE, Electrical Engineering, Computer Engineering and/or other related Engineering courses, BS Electronic Technology, BS Information Technology and other related field	Preferably with experience as maintenance personnel in network installation or computer system operation	Preferably training in network installation and computer system operation or other ICT related training		
		Technical Competencies required	A. Has intermediate technical competencies in Information and Communication Technology Resource Management B. Has basic technical competency in: 1) Computer Program Development 2) Database Build-up, Integration and Maintenance 3) Information Systems Research 4) System Analysis and Design							
	Job Description:	1. Conducts preventive and corrective maintenance of ICT resources to prevent system breakdown and continuous system operation respectively, and prepares reports (TIR) to keep record of system history performance log. 2. Assists in the installation of ICT resources in proper configuration usable for the applications. 3. Assists in providing help-desk services to ICT client using skills to remotely remedied usual ICT operation problems. 4. Assists in the preparation of inventory report on ICT resources to update changes in system's counts and specifications. 5. Prepares preventive and corrective maintenance reports (TIR) to keep record of system history performance log.								
				***	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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