



## LIST OF VACANT POSITIONS as of AUGUST 2019

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 **hrms@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.**

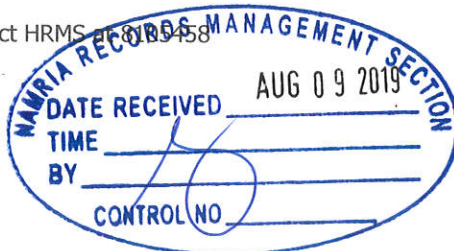
7. The submitted application documents (hard and electronic copies) shall be **retained** for a period of **one (1) year**; afterwards, they shall be disposed of in accordance with applicable laws and office regulations.

8. **DEADLINE OF APPLICATION:** \_\_\_\_\_

**AUG 22 2019**

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

For queries, applicants may contact HRMS at 8105-458



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

*DA Jose C. Cabanayan, Jr.*  
**DA JOSE C. CABANAYAN, JR.**  
OIC-NAMRIA



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**LIST OF VACANT POSITIONS as of AUGUST 2019**  
**GEOSPATIAL INFORMATION SYSTEMS MANAGEMENT BRANCH - (3) Vacant Position/s**

[illegible]



No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment	
13	One (1) Computer Programmer II	NAMRIAB-COMPRO2-3-1998	SG 15	Php 30,531	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 Basic competencies on System Research and Analysis									
	Job Description:	1. Writes, debugs, tests, and modifies application systems. 2. Assists in designing logical solutions. 3. Analyzes digitized and statistical data and assists in the drafting of the Requirements Analysis Report (RAR) 4. Conducts research on data management and security standards 5. Conducts data inventory for the Information System Strategic Program (ISSP) document 6. Conducts preventive and corrective maintenance of ICT resources 7. Assists in the maintenance and installation of ICT resources 8. Assists in the monitoring and evaluating of ICT resources, projects and activities. 9. Assists in ICT resource planning and research 10. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities									
				***	NOTHING FOLLOWS			***			



## APPLICATION CHECKLIST

NAMRIA-RSP-Form02 Rev01

### 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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