

## 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 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

- Employment;
- 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	2	2	2019	
					_

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

For queries, applicants may contact HRMS # 8185 58MANAGEMEN

DATE RECEIVED

BY\_\_\_\_

CONTROL NO

CONCEPCION A. BRINGAS
Chief, Administrative Division

DA JOSE C. CABANAYAN, JR.

OIC-NAMRIA

LOVP 2019-000



### 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.

# LIST OF VACANT POSITIONS as of AUGUST 2019

GEOSPATIAL INFORMATION SYSTEMS MANAGEMENT BRANCH - (3) Vacant Position/s

	,	LOSPATI	WE TIME		TON SISIEM	S MANAGEMEN	I BRANCH -	(3) Vacant Pos	sition/s	
No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
					CSC Minimum Requirement		Two (2) years of relevant experience	Eight (8) hours of relevant training		
1	One (1) Media Production Specialist III	NAMRIAB- MPXS3-5- 1998	SG 18	Php 40,637	Competency-Based Qualification Standard		Experience in at least two (2) of the following: media production, information dissemination and documentation, geomatics training, and client service	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	Management;	(3) Clien	t Service; a	and (4) Geomatics T	edia Production; (2) Info Fraining Management				
	Job Description:	media materia (2) Implemen (3) Undertake	als ts IEC and s research	partnersh and desig	ip projects	ration of publications, ed nancement of the provis ograms				nd audio-visual
							Three (3) years of relevant experience	Sixteen (16) hours of relevant training		
6	One (1) Information Technology Officer II	NAMRIAB- ITO2-4- 1998	SG 22	Php 65,319	CSC Minimum Requirement	Bachelor's Degree relevant to the job	Experience in application development, system research, analysis, and design.	Training in application development; system analysis and design; and Geographic Information System (GIS)	CS Professional Second Level Eligibility	Geospatial System Development Division
	Technical Competencies required	Advnced technical competencies on: 1) Database Build-up and Integration Research and Analysis  2) Database/System Design 3) Application Development and 4) System Research and Analysis								
	Job Description:	research and a 2. Evaluates a documentation 3. Leads the ir 4. Introduces,	analysis ac nd approv n, and (d) mplementa recomme	ctivities, and es the follo outputs of ation and e nds, or rev	d (d) activities in the owing: (a) developed database-related ac valuation of data ma ises data/system des	activities including its in e development of enterp d information system (b) tivities. anagement and informat sign-related standards, i essary to carry out the a	rise databases, mei database/system c ion security standa policies, and plans.	tadatabases and data design (c) assessment rds.	catalogues.	200-200-0

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
	One (1)	v			CSC Minimum Requirement	Bachelor's Degree relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	66	Geospatial Information
	Computer Programmer II	NAMRIAB- COMPRO2- 3-1998	SG 15	Php 30,531	Competency-Based Qualification Standard	Preferably in Computer Science, BS Information Technology and other related field	Experience in application development	Training in application development	CS Professional Second Level Eligibility	& Communications cations Technology Division
13	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 re 5. Conducts d 6. Conducts p 7. Assists in th 8. Assists in th 9. Assists in IO	esigning logitized and esearch or ata inventive the mainter me monitor or resource.	ogical solut d statistical n data man ory for the and correct nance and i ring and ev se planning	I data and assists in the drafting of the Requirements Analysis Report (RAR) hagement and security standards Information System Strategic Program (ISSP) document tive maintenance of ICT resources installation of ICT resources valuating of ICT resources, projects and activities.					
				***		NOTHING FOLLOW	/S	***		



### APPLICATION CHECKLIST

#### APPLICATION CHECKLIST

AIT LICATION CITEORLIST	AIT LICATION CITERLIST
NAMRIA-RSP-Form02 Rev01	NAMRIA-RSP-Form02 Rev01
Checklist shall be submitted to HRMS for their verification	Checklist shall be submitted to HRMS for their verification
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 2017); csc.gov.ph	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)	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 Diploma 5.2 Transcript of Records (TOR)	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*	5.3 Valid Professional Regulation Commission (PRC) License*  5.4 CSC - Authenticated Career Service Eligibility*
5.5 Certificate/s of Previous 5.6 Service Record* Employment*	5.5 Certificate/s of Previous 5.6 Service Record* Employment*
5.7 Certificates of Trainings Attended*  5.8 Certificate of Award/ Recognition conferred by recognized and prestigious awarding bodies *	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	5.7.1 Applicant's Qualification form (for Outsider)  * If applicable
HRMS (signature)	HRMS (signature)
APPLICATION CHECKLIST	APPLICATION CHECKLIST
AT LICATION CITE CREATE	
NAMRIA-RSP-Form02 Rev01	NAMRIA-RSP-Form02 Rev01
	NAMRIA-RSP-Form02 Rev01  Checklist shall be submitted to HRMS for their verification
NAMRIA-RSP-Form02 Rev01	
NAMRIA-RSP-Form02 Rev01  Checklist shall be submitted to HRMS for their verification  1. Application Letter (indicating the position being applied for and its	Checklist shall be submitted to HRMS for their verification  1. Application Letter (indicating the position being applied for and its
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);	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);
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	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
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	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
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)	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)
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  5.2 Transcript of Records (TOR)	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  5.2 Transcript of Records (TOR)
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) Diploma  5.3 Valid Professional Regulation Commission  5.4 CSC - Authenticated Career Service Eligibility*
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) Diploma  5.3 Valid Professional Regulation Commission (PRC) License*  5.5 Certificate/s of Previous  5.6 Service Record*
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  5.3 Valid Professional Regulation Commission (PRC) License*  5.6 Service Eligibility*  5.7 Certificates of Previous Employment*  5.8 Certificate of Award/ Recognition conferred by recognized and prestigious awarding bodies *  5.7.1 Applicant's Qualification form (for	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) Diploma  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 *
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) Diploma  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*  8 Certificate of Award/ Recognition conferred by recognized and prestigious awarding bodies *