



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 19 2019

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

For queries, applicants may contact HRMS at 8105458


CONCEPCION A. BRINGAS
Chief, Administrative Division


DA JOSE C. CABANAYAN, JR.
OIC-NAMRIA

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
	One (1) Cartographer II	NAMRIAB-CGR2-41-1998	SG 8	Php 16,758	CSC Minimum Requirement	Completion of at least two (2) years college or highschool graduate with relevant vocational/trade course	One (1) year of relevant experience	Four (4) hours of relevant training	Cartographer (MC 10 s.2013)	Maritime Affairs Division
	Technical Competencies required	Has the ability to perform/execute technical competencies on: 1) Management of Nautical Publications 2) Maritime Boundary Delineation and Delimitation								
1		1. Prepares manuscript of nautical publication. 2. Conducts survey, research and other activities to gather data for the nautical publications. 3. Verifies information/reports from external sources. 4. Reviews and verifies information on manuscript. 5. Operates the maritime affairs database.								
	Job Description:	6. Verifies prepared technical descriptions and plotted points/ lines on charts. 7. Verifies information on the prepared certificates. 8. Executes survey, conduct research and other related activities to gather data needed for maritime delineation and delimitation. 9. Processes data collected to be used for delineation and delimitation. 10. Provide technical assistance to LGUs in the delineation/ delimitation of their municipal waters. 11. Monitors the status of the maritime zones delineation and recommends actions. 12. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.								
	One (1) Cartographer I	NAMRIAB-CGR1-11-1998	SG 6	Php 14,847	CSC Minimum Requirement	Completion of at least two (2) years college or highschool graduate with relevant vocational/trade course	None Required	None Required	Cartographer (MC 10 s.2013)	Maritime Affairs Division
	Technical Competencies required	Has the ability to perform / execute the following technical competencies: 1.)Management of Nautical Publications 2.) Maritime Boundary Delineation and Delimitation								
2		1. Organizes materials for the manuscript. 2. Prepares technical descriptions and plots points/lines on charts. 3. Prepares certificates including but not limited to municipal boundaries. 4. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.								
	Job Description:									

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
3	One (1) Oceanographer II	NAMRIAB-O2-15-2014	SG 15	Php 30,531	CSC Minimum Requirement	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	CS (Prof.) Second Level Eligibility	Physical Oceanography Division
					Competency-Based Qualification Standard	BS in Engineering Courses or Earth or Physical Science related courses				
	Technical Competencies required	Has the ability to perform / execute the following technical competencies: 1.) Physical Oceanography								
Job Description:	1. Executes physical oceanographic surveys and prepares survey reports. 2. Performs processing, filtering, analysis and Quality Control (QC) of physical oceanographic data. 3. Computes and updates tidal harmonic constituents of the primary, secondary and subordinate tide stations. 4. Prepares tide and current predictions and astronomical data for publication and Tide and Current Table Manuscript. 5. Executes installation, operation and maintenance of tide stations. 6. Performs other related tasks as may be deemed necessary to carry out the above mentioned 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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