



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.

REPOSTING OF LIST OF VACANT POSITIONS as of JULY 2017 (JOB ORDER)

SUPPORT SERVICES BRANCH (SSB)

No.	Position	Unique Item No.	Salary Grade	Monthly Salary	Relevant Education	Relevant Work Experience	Relevant Training	Eligibility	Place of Assignment
1	One (1) Project Development Assistant I	Not Applicable		₱14,931.00	Bachelor's degree relevant to the job	None Required	None Required	None Required (Preferrably CS Sub Prof)	Human Resource Development Section (HRDS), Administrative Division
Job Description: <ul style="list-style-type: none"> • Assists with the day to day operations of the HRDS functions and duties • Provides clerical and administrative support • Assists in the process documentation and prepares reports relating to personnel activities • Coordinates HR projects (meetings, training, surveys etc) and take minutes of the meeting 									
3	One (1) Project Development Assistant III	Not Applicable		₱17,255.00	Bachelor's degree relevant to the job	Two (2) years of relevant experience	Eight (8) hours of relevant training	None Required (Preferrably CS Sub Prof)	HRDS, Administrative Division
Job Description: <ul style="list-style-type: none"> • Assists with the day to day operations of the HRDS functions and duties • Provides clerical and administrative support • Assists in the process documentation and prepares reports relating to personnel activities • Coordinates HR projects (meetings, training, surveys etc) and take minutes of the meeting 									

All qualified applicants are invited to submit the following required **application documents** to the Human Resource Management Section (HRMS) and **e-mail scanned** copies at hrms@namria.gov.ph and hr_pmds@yahoo.com

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

Dr. PETER N. TIANGCO, CESO I
Administrator, NAMRIA

2. Duly accomplished **Personal Data Sheet (PDS)**(CS Form 212 Revised 2017) and **Work Experience Sheet** (Attachment to CS Form No. 212). NAMRIA employees are required to update their Electronic PDS (ePDS);

3. Photocopies of applicant's recent **Performance Evaluation System (PES)** Form for the last two (2) recent periods (if applicable);

4. **Application Documents:** Photocopies of the following: a) College Diploma b) Transcript of Records (TOR) c) Trainings Certificate/s Attended d) Service Record / Certificate/s of Previous Employment with corresponding Actual Duties and Responsibilities e) Civil Service Commission CSC-Authenticated Career Service Eligibility or Valid Professional Regulation Commission (PRC) License;

5. For the purpose of duly certifying the authenticity of submitted documents, applicants are advised to **present the ORIGINAL document/s** to the certifying HR Management Officer. Submission of applications or additional documents beyond the specified deadline shall not be considered by the HRMS. Only applicants who submitted COMPLETE documents will be screened.

6. **EXTERNAL APPLICANTS** are required to accomplish the **Applicant's Qualification (AQ) Form** which can be downloaded at: <http://www.namria.gov.ph/downloads/hr/applicantqualificationform.xlsx> and send it to hrms@namria.gov.ph and hr_pmids@yahoo.com

JUL 28 2017

7. **Deadline of submission of application/s and required documents is on:** _____.

For queries, applicants may contact HRMS at 8105458

Posted by:

Location:

Date: JUL 14 2017

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

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

HRMS CTRL No.: JH-2017-0014

CONCEPCION A. BRINGAS

Chief, Administrative Division

Approved by:



Dr. PETER N. TIANGCO, CESO I
Administrator