



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.

LIST OF VACANT POSITIONS as of AUGUST 2016 (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 II (PDA II) | Not Applicable | | P13,663.00 | Bachelor's Degree relevant to the job | One (1) year of relevant work experience | Four (4) hours of relevant training | Preferably with CS Sub Prof. | HRDS, Administrative Division |
| Job Description: 1. Assists in the administration of competency assessment 2. Assists in the conduct of L&D sessions 3. Processes training invitations 4. Facilitates HR business partnership with HR focal persons, grant sponsors, other government agencies, and training institutions, among others 5. Provides support work for NAMRIA Committees (I.e., Strategic HR TWG/LBP, PDC) 6. Performs other tasks as may be assigned by superiors 7. Updates database being maintained by HRDS 8. Prepares documents pertaining to On-the Job Training students | | | | | | | | | |

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

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. Properly accomplished Personal Data Sheet (CS Form 212); (Email in MS Excel format, downloadable at csc.gov.ph)

3. Application Documents: Photocopies of Certificates of Trainings Attended; Certificate/s of Previous Employment with corresponding Actual Duties and Responsibilities; Civil Service Commission Authenticated Career Service Eligibility (as needed); Photocopy of Valid Professional Regulation Commission (PRC) License (as needed); and

4. Photocopies of College Diploma and Transcript of Records (TOR).

AUG 25 2016

5. Deadline of submission is on: _____.

*For the purpose of certifying the authenticity of photocopied documents, applicants are advised to present their ORIGINAL copies only to an authorized HR Management Officer. Any submissions beyond the specified deadline shall no longer be accepted and considered by the HRMS. Only those who submitted COMPLETE documents will be screened.

*Furthermore, **prior applicants are required to email their updated PDS (in MS Excel format) and additional supporting documents at the hrms@namria.gov.ph for deliberation**

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

Approved by:

Peter N. Tiangco
Dr. PETER N. TIANGCO, CESO I
Administrator

Posted by:

Location:

Date: **AUG 12 2016**

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

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

HRMS CTRL No.: JH-2016-0014



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|---|---------------------------------|-----------------|--------------|-------------------|----------------------|--------------------------|-------------------|---------------|--|
| 1 | Two (2) Utility Worker I | Not Applicable | | P11,145.00 | High School Graduate | None Required | None Required | None Required | Engineering Services Division (ESD) |
| Job Description: Performs the following: 1. General cleaning and maintenance of NAMRIA's pavement and ground; 2. Planting, watering and fertilizing of trees and plants, and general care of tree plantations and gardens; 3. In charge in the general cleanliness of office and its vicinity 4. Collects and sorts garbage in accordance with the Solid Management Program of NAMRIA; | | | | | | | | | |

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