



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	Three (3) Driver I	Not Applicable		P13,890.00	Completion of relevant vocational course	One (1) year of relevant work experience	None Required	Driver's License	Engineering Services Division (ESD)
2	One (1) Carpenter	Not Applicable		P11,869.00	Elementary graduate	None Required	None Required	None Required	Engineering Services Division (ESD)
3	One (1) Aircon Tech	Not Applicable		P11,869.00	Highschool graduate/ completion of relevant vocational course	None Required	None Required	None Required	Engineering Services Division (ESD)

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).

5. **Deadline of submission is on: AUG 30 2016**

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
Chief, Administrative Division

Approved by:


Dr. PETER N. TIANGCO, CESO I
Administrator

Posted by:

Location:

Date:

AUG 16 2016

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

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

HRMS CTRL No.: JH-2016-0016