

LIST OF VACANT POSITIONS as of JANUARY 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

- 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:

JAN 3 1 2019

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

For gueries, applicants may contact HRMS at 8105458

CONCEPCION A. BRINGA

Chief, Administrative Division

Usec. PETER N. TIANGCO, PhD

Administrator

JAN 2 1 2019

LOVP 2019-0001



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LIST OF VACANT POSITIONS as of JANUARY 2019

SUPPORT SERVICES BRANCH (SSB) - Three (3) Vacant Position/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	Master's degree or Certificate in Leadership and Management from CSC or Certified Public Accountant (RA 1080)	Four (4) years of supervisory/ management experience			
	One (1) Chief Administrative Officer V (Financial and Management Officer II)	NAMRIAB- CADOF-4- 2004	SG 24	Php 83,406.00		Preferably MA in Commerce and Business Administration/ MPA and Bachelor's Degree in Accounting/Accounta ncy/ Commerce/ Business Administration Major in Accounting or other related course	Preferably with experience in financial management work	Forty (40) hours of supervisory/ management learning and development intervention undertaken within the last 5 years	CS Professional Second Level Eligibility	Financial and Management Division
1	Technical Competencies required	Has the abil Administrati			ecute Superior tec 4) Financial Audi	hnical competencies or 5) Operations Au		counting 2) Budget	t Preparation 3) Budget
	Job Description:	 Works with technical team of accounting systems in designing and implementing changes in the system and reports. Analyzes financial transactions as inputs for management policy formulation and decision making. Reviews accounting procedures and methods and recommends changes in internal procedures as needed. Provides strategic directions, factors and considerations in the preparation of the budget plan in line with the major thrust of the Administration. Manages the preparation of the budget proposals of the entire agency and other concerned departments/ divisions. Evaluates financial performance with physical performance in accordance with the approved Work and Financial Plan. Discusses with the counterpart comptroller of the office concerned re findings in the control system. Evaluates statement of allotment, obligation and balances for decision making. Assesses budgetary expenditures of the offices concerned Analyzes Summary of Financial Report of Operations for submission to various agencies. Advises offices concerned on policies and procedures in the disbursement of allotment. Reviews and analyzes Financial Report of Operations related to cash utilizations and approved annual cash program for submission to various agencies. Establishes and directs the implementation of internal audit proposals, objectives, policies, rules and regulations, and standards of performance on fiscal administration. Prepares a Comprehensive Audit Program integrating the objectives of fiscal administration and agency operations. Establishes and directs the implementation of internal audit objectives, policies, rules and regulations, and standards of performance on agency operations particularly the implementation of plans, programs and projects. Prepares a Comprehensive Audit Program integrating the objectives of fiscal adminis								

No.	, MCHIRON	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment	
	One (1) Administrative Officer II (Budget Officer II)	NAMRIAB- ADOF2-18- 2004			CSC Minimum Requirement	Bachelor's Degree relevant to the job	None Required	None Required	CS Professional 2nd Level Eligibility	Financial and Management Division	
			SG 11	Php 20,754.00	Competency-Based Qualification Standard	Preferably Degree in Accounting/ Accountancy/ Commerce/ Business Administration Major in Accounting or other related course	Preferably with experience in financial management/b udgeting work	Preferably with relevant training in financial management courses			
2	Technical Competencies required					technical competenci inancial Audit 2) Ope			udget Administ	ration and	
	Job Description:	 Consolida Conducts Gives adv Prepares Checks cl Identifies Prepares Reconcile Prepares Identifie 	tes, anal comparatice to the and com aims for approprious monthly fund tracks existing	yzes and outive analyse office coputes special adherence atte allotmin and balay statemes arsfers to graceounti	sis of current budg incerned relative to cial budget reques to checklist/s on tent charging of cla ances based on allo int of allotment, ob other operating ur ing and budgeting	et proposals submitted get proposals vis-à-vis o budgetary control. t covering terminal lea budgetary requiremen aims. otment. bligation and balances	prior years' budg ve benefits and c ts and completer with concerned c es in the NAMRIA	et. other personnel benness of supporting doffice. A in providing assista	ocuments.	nduct of internal	
					CSC Minimum Requirement	Completion of two years studies in college	One (1) year of releveant experience	Four (4) hours of relevant training		Transport	
	One (1) Engineering Assistant	NAMRIAB- ENGAS-2- 1998	SG 8	Php 16,758.00	Competency-Based Qualification Standard	Preferably engineering course	motor vehicles	Preferably in engineering undertaken within the last five years		Engineering Section, Engineering Services Division	
3	Technical Competencies required	Has the ability to perform / execute the following technical competencies: 1.) Building Maintenance 2.) Emergency Preparedness and Disaster Management 3.) Clerical / Secretarial / Executive Assistance Skills									
	Job Description:	tasks. 2. Demonstr 3. Conducts 4. Checks al 5. Coordinat 6. Drafts rou	rates how periodic I available tes with outine bus	v to provio inspection le fire and different u iness corr	le assistance to all ns to determine an safety equipment nits / offices and a espondence for re	enance and minor reparements and minor reparements. If to assess hazards, risto ensure that it is opagencies programs and view of superior. If the same that it is opagencies programs and the same that it is opagencies programs and the same that it is opagencies of superior. If the same that it is opagencies of the same that it is opagencies	isks within NAMR erational and ser I activities for spe	IA. viceable. ecific end - user and		housekeeping	
			Science	***		NOTHING FOLLOW	/S	***			



APPLICATION CHECKLIST

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	NAMRIA-RSP-Form02 Rev01		NAMRIA-RSP-Form02 Rev01
·	 st shall be submitted to HRMS for their verification Application Letter (indicating the position being applied for and its corresponding item number) 		t shall be submitted to HRMS for their verification Application Letter (indicating the position being applied for and its corresponding item number)
2	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	B. 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:
5.3	1 College/High school 5.2 Transcript of Records (TO Diploma	5.	1 College/High school 5.2 Transcript of Records (TOR) Diploma
5.3	3 Valid Professional Service Eligibility* (PRC) License*	5.	3 Valid Professional Segulation 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*
5.3	7 Certificates of Trainings 5.8 Certificate of Award/ Attended* Recognition conferred by recognized and prestigiou awarding bodies *	5.	7 Certificates of Trainings 5.8 Certificate of Award/ Attended* Recognition conferred by recognized and prestigious awarding bodies *
* If applic	1 Applicant's Qualification form (for Outsider)	5.7. * If applic	Applicant's Qualification form (for Outsider)
	HRMS (signature)		HRMS (signature)
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