



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 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:** JAN 31 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


Usec. PETER N. TIANGCO, PhD
Administrator

LOVP 2019-0001

JAN 21 2019

[illegible]

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
2	One (1) Administrative Officer II (Budget Officer II)	NAMRIAB-ADOF2-18-2004	SG 11	Php 20,754.00	CSC Minimum Requirement	Bachelor's Degree relevant to the job	None Required	None Required	CS Professional 2nd Level Eligibility	Financial and Management Division
					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/budgeting work	Preferably with relevant training in financial management courses		
	Technical Competencies required	Has the ability to perform / execute Intermediate technical competencies on: 1) Budget Preparation 2) Budget Administration and Control Basic technical competencies on: 1) Financial Audit 2) Operations Audit 3) General Accounting								
	Job Description:	1. Prepares Budget Proposals based on the formulated guidelines. 2. Consolidates, analyzes and consolidates budget proposals submitted by departments/ divisions. 3. Conducts comparative analysis of current budget proposals vis-à-vis prior years' budget. 4. Gives advice to the office concerned relative to budgetary control. 5. Prepares and computes special budget request covering terminal leave benefits and other personnel benefits. 6. Checks claims for adherence to checklist/s on budgetary requirements and completeness of supporting documents. 7. Identifies appropriate allotment charging of claims. 8. Prepares obligation and balances based on allotment. 9. Reconciles monthly statement of allotment, obligation and balances with concerned office. 10. Prepares fund transfers to other operating units. 11. Identifies existing accounting and budgeting systems and procedures in the NAMRIA in providing assistance in the conduct of internal audit. 12. Performs other related tasks as deemed necessary by the division chief/immediate supervisor.								
3	One (1) Engineering Assistant	NAMRIAB-ENGAS-2-1998	SG 8	Php 16,758.00	CSC Minimum Requirement	Completion of two years studies in college	One (1) year of releaveant experience	Four (4) hours of relevant training	CS Sub-Professional 1st Level Eligibility	Transport Engineering Section, Engineering Services Division
					Competency-Based Qualification Standard	Preferably engineering course	Preferably with experience in minor repair and maintenance of motor vehicles	Preferably in engineering undertaken within the last five years		
	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:	1. Assists in the inspection and operation, maintenance and minor repair of motor vehicles ; and ensures maintenance of housekeeping tasks. 2. Demonstrates how to provide assistance to all emergency victims. 3. Conducts periodic inspections to determine and to assess hazards, risks within NAMRIA. 4. Checks all available fire and safety equipment to ensure that it is operational and serviceable. 5. Coordinates with different units / offices and agencies programs and activities for specific end - user and purposes. 6. Drafts routine business correspondence for review of superior. 7. Performs other related tasks as deemed necessary by the division chief/immediate supervisor.								
				***	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:
- | | |
|--|--|
| <input type="checkbox"/> 5.1 College/High school Diploma | <input type="checkbox"/> 5.2 Transcript of Records (TOR) |
| <input type="checkbox"/> 5.3 Valid Professional Regulation Commission (PRC) License* | <input type="checkbox"/> 5.4 CSC - Authenticated Career Service Eligibility* |
| <input type="checkbox"/> 5.5 Certificate/s of Previous Employment* | <input type="checkbox"/> 5.6 Service Record* |
| <input type="checkbox"/> 5.7 Certificates of Trainings Attended* | <input type="checkbox"/> 5.8 Certificate of Award/ Recognition conferred by recognized and prestigious awarding bodies * |
| <input type="checkbox"/> 5.7.1 Applicant's Qualification form (for Outsider) | |
- * If applicable

HRMS (signature)



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