

### 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 Bidg., 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;
- Career Service Eligibility (as needed);

e.3) Civil Service Commission-Authenticated 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.

	FEB	1	4	2019	
8. DEADLINE OF APPLICATION: _				}	
9. Acceptance of application shall be	from 1	:00	pn	ı till 5:00 pm.	

For queries, applicants may contact HRMS at 8105458



Map your Future with us!

#### NAMRIA-HRM-NRPS-FORM1.1-REV. 1

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# LIST OF VACANT POSITIONS as of JANUARY 2019 (ENLISTED PERSONNEL) HYDROGRAPHY BRANCH - Fifteen (15) Vacant Positions

No.	Position	Unique Item No.	Salary Grade	Monthly Salary	Relevant Education	Relevant Work Experience	Relevant Training	Eligibility	Place of Assignment
1	Seaman 3rd Class (SN3) - Machineries Section (Engine) - Four (4) vacancies	Not Ap	pplicable	Php 29,668.00 (plus additional allowances)	At least 72 units in college (preferably engineering courses) or have graduated a two-year associate or vocational course (only courses related to Engine and Machineries)	None Required	None Required	CS Sub- professional or related TESDA Certificate	Survey Support Division
	Technical Competencies				Deck machineries velding skills, 5. Elections				Driving and/or
	Job Description:	lighting, watchkee maintena	air condition eping, 5. K ance of de	oning & water system (eeps the engine rook ck machinery, 8. As	perates & maintains t ems, 3. Assists in the r om clean, tidy & regu sists in bulk fuel and discharging gear & sa	repair and overh larly painted, 6. ballast water tra	aul of engines & Records data/ev	equipment, 4. ents in Engine	Performs engine Log, 7. Assists in
2	Seaman 3rd Class (SN3) - Deck Section (Electrician) - Four (4) vacancies	Not Ap	plicable	Php 29,668.00 (plus additional allowances)	At least 72 units in college (preferably engineering courses) or have graduated a two-year associate or vocational course (only courses related to Electrical Technology)	None Required	None Required	CS Sub- professional or TESDA Certificate	Survey Support Division
	Technical Competencies	equipmer (e.g. amp	nt and app plifiers, reg	oliances, 3. Knowled gulators, circuit brea	e of electrical wirings dge on different electr aker, fuse), 5. Knowle itions, 7. Quartermast	rical components edge in basic elec	and appliances, ctrical theory (in	4. Knowledge	in circuit functions
	Job Description:	Diagnose equipmen	s problem nt like hois	s and performs mai st, crane and others	es and deck equipmen intenance on electrica s, 4. Constructs and/o safety procedures, 6.	l supply and con r maintains batte	trol equipments, ery systems, ship	electrical motor grounding sy	tors and auxillary stems (anodes), 5.

No.	Position	Unique Item No.	Salary Grade	Monthly Salary	Relevant Education	Relevant Work Experience	Relevant Training	Eligibility	Place of Assignment
3	Seaman 3rd Class (SN3) - Deck Section (Ordinary Seaman) - Two (2) vacancies	Not Ap	plicable	Php 29,668.00 (plus additional allowances)	At least 72 units in college (preferably engineering courses) or have graduated a two-year associate or vocational course (only courses related to Metal Works (lathe machine) or Carpentry)	None Required	None Required	CS Sub- professional or related TESDA Certificate	Survey Support Division
	Technical Competencies				l intenance, 2. Quarter				
	Job Description:	ship, 3. A	ssists in o	peration of various	tional watch duties, 2 deck installations, 4. tific and emergency e	Assists in undocl	king, docking & a	anchoring of v	essel, 5. Assists in
4	Seaman 3rd Class (SN3) - Machineries Section (HVAC Practitioner) - Three (3) vacancies	Not App	plicable	Php 29,668.00 (plus additional allowances)	At least 72 units in college (preferably engineering courses) or have graduated a two-year associate or vocational course (only courses related to Heat, Ventilation, Refrigeration and Airconditioning)	None Required	None Required	CS Sub- professional or related TESDA Certificate	Survey Support Division
	Technical Competencies	1. Installa	ation, mai	ntenance and repai	r of HVAC systems, 2.	Quartermaster	and navigation s	upport	<u> </u>
	Job Description:	navigation various d	nal watch eck install	duties, 3. Maintains ations, 5. Assists in	shoots HVAC installat s various deck installa undocking, docking & uipment, 7. Assists ir	tions, hull & othe & anchoring of ve	er parts of the slessel, 6. Assists i	nip, 4. Assists	in operation of
5	Seaman 3rd Class (SN3) - Nautical Charting Division (GIS Specialist) - Two (2) vacancies	Not App	plicable	Php 29,668.00 (plus additional allowances)	At least 72 units in college (related courses) with certification as GIS Technician / Specialist from reputable institutions	None Required	None Required	CS Sub- Professional or CSC MC No. 11 s. 1996 as amended	Nautical Charting Division
	Technical Competencies				I Development/docume eation of reports, 6. C				
	Job Description:		in chart p ng / file op		, 2. Assists in creation	n and updating o	of paper and digi	tal charts, 3. A	assists in

General requirements for all applicants:

- 1. Must be a natural-born Filipino citizen with a good moral character;
- 2. At least 5'0" in height;
- 3. Physically and mentally fit for work, with no color blindness;
- 4. No tattoo and body piercing;
- 5. No pending criminal case and not found guilty of any criminal offense;

Pre-qualified applicants based on documentary submissions may undergo the following screening stages, proceeding to the next stage only if qualified:

Stage 1: Online exam (psychological, behavioral, aptitude)

Stage 2: Skills assessment

Stage 3: Competency-based Interview

Stage 4: Pre-employment requirements (to be specified once qualified in CBI)

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:

Usec. PETER N. TIANGCO, PhD Administrator, NAMRIA

- 2. Properly accomplished Personal Data Sheet (CS Form 212); (Email PDS in MS Excel format at hrms@namria.gov.ph. PDS 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: FEB 14 2019

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.

CONCEPCION A. BRINGAS
Chief, Administrative Division

Concepción n. )

Approved by:

Posted by:

Location:

Date: JAN 2 5 2019

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

2<sup>nd</sup> Validation (10<sup>th</sup> day of posting) by:

HRMS CTRL No.: JH-2017-0007

Usec. PETER N. TIANGCO, PhD

Administrator

PLEASE REFER TO APPLICATION GENERAL GUIDELINES FOR COMPLETE INSTRUCTIONS ON SUBMISSION OF DOCUMENTS

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## APPLICATION CHECKLIST APPLICATION CHECKLIS

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NAMRIA-RSP-Form02 Rev00	NAMRIA-RSP-Form02 Rev00
Checklist shall be submitted to HRMS for their verification	Checklist shall be submitted to HRMS for their verificatio  1. Application Letter (indicating the position being applied
<ol> <li>Application Letter (indicating the position being applied for and its corresponding item number)</li> </ol>	and its corresponding item number)
2. PERSONAL DATA SHEET (PDS) (CS Form 212 Revised	2. PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017); csc.gov.ph
2017); csc.gov.ph  3. Work Experience Sheet (CSC Form No. 212)* (csc.gov.ph)	3. Work Experience Sheet (CSC Form No. 212)* (csc.gov.
4. Photocopies of two (2) recent Individual Performance	4. Photocopies of two (2) recent Individual Performance
Commitment and Review (IPCR) Form (for government	Commitment and Review (IPCR) Form (for government
5. Photocopies of the following:	5. Photocopies of the following:
5.1 College/High school Diploma 5.2 Transcript of Records (TOR)	5.1 College/High school Diploma 5.2 Transcript of Records (TOR)
5.3 Valid Professional Regulation Commission (PRC) License*  5.4 CSC - Authenticated Career Service Eligibility*	5.3 Valid Professional Regulation Commission  5.4 CSC - Authenticated Career Service Eligibil (PRC) License*
5.5 Certificate/s of Previous Employment* 5.6 Service Record*	5.5 Certificate/s of Previous Employment* 5.6 Service Record*
5.7 Certificates of Trainings Attended*  5.8 Certificate of Award/ Recognition conferred by recognized and prestigious awarding bodies *	5.7 Certificates of Trainings Attended*  5.8 Certificate of Award/Recognition confer by recognized and prestig awarding bodies *
5.7.1 Applicant's Qualification form (for Outsider)	5.7.1 Applicant's Qualification form (for Outsider) * If applicable
* If applicable  HRMS (signature)	HRMS (signature)
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