



LIST OF VACANT POSITIONS as of AUGUST 2016

NAMRIA-HRM-NRPS-FORM1-REV. 1

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.

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. Photocopies of two (2) recent Individual Performance Commitment and Review (IPCR) Form (for government employees)

4. 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

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

6. 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 purposes.


Concepcion A. Bringas
Chief, Administrative Division

Approved by:


Dr. PETER N. TIANGCO, CESO I
Administrator

Posted by: _____

Date: AUG 16 2016

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

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

LOVP-2016-0005



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SUPPORT SERVICES BRANCH - 4 Vacant Positions

No.	Position	Unique Item No.	Salary Grade	Basic Salary per Month	Relevant Education	Relevant Work Experience	Relevant Training	Eligibility	Place of Assignment
1	One (1) Administrative Officer IV (HRMO II)	NAMRIAB-ADOF4-7-2004	SG 15	Php 26,192.00	Bachelor's degree relevant to the job	1 year of relevant experience	08 hours of relevant training	CS Professional (2nd Level Eligibility)	Human Resource Management Section (HRMS), Administrative Division (AD)
JOB DESCRIPTION: 1. Performs recruitment, selection and placement process 2. Implements the government's compensation, benefits and welfare policies in NAMRIA through preparation, processing and verification of payroll, wages, RATA, salary adjustments, terminal leave claims, monetization and other employee benefits 3. Assists HRMOs in the preparation and administration of various HRM developmental functions 4. Implements record management processes for the HRM as per ISO standards for faster retrieval of files. 5. Performs other task related to Secretarial/Executive Assistance/Committee support as deemed necessary by the division chief/immediate supervisor									
2	One (1) Administrative Aide VI (Clerk III)	NAMRIAB-ADA6-6-2004	SG 06	Php 13,378.00	Completion of two (2) years studies in college relevant to the job	1 year of relevant experience	4 hours of relevant training	CS-Sub Professional (1st Level Eligibility)	Human Resource Development Section (HRDS), Administrative Division (AD)
JOB DESCRIPTION: 1. Assists HRMOs in the preparation and administration of various personnel and training and development functions 2. Implements record management processes for the HRMD as per ISO standards for faster retrieval of files. 3. Performs other task related to Clerical/Secretarial/Executive Assistance as deemed necessary by the division chief/immediate supervisor									
3	One (1) Engineering Assistant	NAMRIAB-ENGAS-2-1998	SG 08	Php 15,368.00	Completion of two (2) years studies in college relevant to the job	1 year of relevant experience	4 hours of relevant training	CS-Sub Professional (1st Level Eligibility)	Engineering Services Division (ESD)
JOB DESCRIPTION: 1. Assists in the inspection and operation, maintenance and minor repair of motor vehicles; and ensures maintenance of housekeeping tasks. 2. Assist on task related to emergency preparedness and disaster management. 3. Performs other task related to clerical/ secretarial/ executive assistance as deemed necessary by the division chief/immediate supervisor									
4	One (1) Administrative Aide IV (Driver II)	NAMRIAB-ADA4-13-2004	SG 04	Php 11,658.00	Elementary School Graduate	None Required	None Required	Driver's License (MC 11,s. 96 - II)	Office of the Administrator
JOB DESCRIPTION: 1. Transport personnel, visitors, equipment and supplies 2. Performs basic troubleshooting on NAMRIA vehicles 3. Observes roadworthiness of vehicle assigned. 4. Prepares and submits reports to his superior fully accomplished daily checklist, preventive/corrective maintenance request form, accomplished feedback client's form and accident report.									

- NOTHING FOLLOWS -