



## 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](mailto: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](http://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 18 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](mailto:hrms@namria.gov.ph) for deliberation purposes.**

  
**Concepcion A. Bringas**  
Chief, Administrative Division

Approved by:

Posted by: \_\_\_\_\_  
Date: AUG 05 2016  
1<sup>st</sup> Validation (5<sup>th</sup> day of posting) by: \_\_\_\_\_  
2<sup>nd</sup> Validation (10<sup>th</sup> day of posting) by: \_\_\_\_\_  
LOVP- 2016- 0004

  
**DA JOSE C. CABANAYAN, JR.**  
OIC NAMRIA



## LIST OF VACANT POSITIONS as of AUGUST 2016

No.	Position	Unique Item No.	Salary Grade	Basic Salary per Month	Relevant Education	Relevant Work Experience	Relevant Training	Eligibility	Place of Assignment
1	<b>One (1) Engineer III</b>	NAMRIAB-ENG3-9-1998	SG 19	Php 36,409	Bachelor's degree relevant to the job (preferably graduate of Geodetic Engineering or other related engineering courses)	Two (2) years of relevant experience	Eight (8) hours of relevant training	RA 1080	Photogrammetry Division (PD)
<b>JOB DESCRIPTION:</b> 1. Assists in the planning and execution of all photogrammetric works of the division (Digital Line Mapping, Image processing and enhancement and modelling). 2. Performs pre-selection of photo control and tie points and execute aerial triangulation measurements and adjustments. 3. Guides and instructs lower level cartographers in the compilation and design of topographic and thematic maps. 4. Updates map design in accordance to international standards for topographic and thematic map. 5. Performs other related task as deemed necessary by the division chief/immediate supervisor.									
2	<b>Two (2) Engineer II</b>	NAMRIAB-ENG2-9-1998 & NAMRIAB-ENG2-5-1998	SG 16	Php 28,417.00	Bachelor's degree relevant to the job (preferably graduate of Geodetic Engineering or other related engineering courses)	One (1) year of relevant experience	Four (4) hours of relevant training	RA 1080	Photogrammetry Division (PD)
<b>JOB DESCRIPTION:</b> 1. Undertakes the production of orthophoto/orthoimage maps, georeferenced satellite images, differentially and conventionally rectified photo mosaics and managing of necessary computer programs. 2. Performs stereo compilation on digital workstations in the production of line maps 3. Designs cartographic symbols of geographic features for application on topographic and thematic maps and performs cartographic enhancement of digital maps for publication. 4. Performs advance Computer Aided Design (CAD), GIS and cartographic/desktop publishing software operations. 5. Performs other related task as deemed necessary by the division chief/immediate supervisor									
3	<b>Four (4) Engineer I</b>	NAMRIAB-ENG1-3-1998, NAMRIAB-ENG1-4-1998, NAMRIAB-ENG1-5-1998 & NAMRIAB-ENG1-6-1998	SG 12	Php 20,651.00	Bachelor's degree relevant to the job	None Required	None Required	RA 1080	Photogrammetry Division (PD)
<b>JOB DESCRIPTION:</b> 1. Collects, integrates and prepares manuscripts and other data needed for large scale topographic and image mapping project. 2. Performs stereo compilation plotting of conventional and digital line maps. 3. Executes aerial triangulation measurements. 4. Undertakes the production of orthophoto/image maps, georeferenced satellite images, differentially and conventionally rectified photo mosaics and managing of necessary computer programs. Performs stereo compilation on digital workstations in the production of line maps. 5. Calibrates and maintains photogrammetric instrument assigned. 6. Performs photo-indexing and assists in the evaluation and verification of the quality of aerospace imageries acquired, transferring of photo control and tie points from photo to diapositive film, mosaicking of photographs and georeferencing and classification of satellite imagery. 7. Prepares working drawings for topographic and thematic maps; and converts paper maps to digital format. 8. Performs basic Computer Aided Design (CAD) operations. 9. Perform other related tasks as may be deemed necessary to carry out the above mentioned activities.									

No.	Position	Unique Item No.	Salary Grade	Basic Salary per Month	Relevant Education	Relevant Work Experience	Relevant Training	Eligibility	Place of Assignment
4	<b>One (1) Administrative Aide VI (Clerk III)</b>	NAMRIAB-ADA6-17-2004	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)	Photogrammetry Division (PD)
<b>4 JOB DESCRIPTION:</b> 1. Performs task related to Secretarial/Executive Assistance/Committee support such as: a. Coordinates with different units/offices and agencies programs and activities for specific end-users and purposes. b. Assists in meetings and prepares minutes of the meeting. c. Reviews, verifies and maintains information into databases. d. Implements record management processes by filling documents and map manuscripts in the division; and taking charge of the maintenance and indexing of correspondence records and other documents as per ISO standards. 2. Performs task related to basic Computer Aided Design (CAD) 3. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.									
5	<b>One (1) Engineer IV</b>	NAMRIAB-ENG4-5-1998	SG 22	Php 47,448.00	Bachelor's degree relevant to the job <i>(preferably graduate of Geodetic Engineering or other related engineering courses)</i>	Three (3) years of relevant experience	Sixteen (16) hours of relevant training	RA 1080	Cartography Division (CD)
<b>5 JOB DESCRIPTION:</b> 1. Updates map design in accordance to international standards for topographic and thematic map. 2. Guides and instructs lower level cartographers in the compilation and design of topographic and thematic maps. 3. Reviews and enhances maps before submission to higher supervisors. 4. Devises new work procedures and methods for application in the unit. 5. Performs task in basic operation of Computer Aided Design (CAD) software. 6. Provides suitable technical training program for the advancement of staffs. 7. Performs other task as deemed necessary by the division chief/immediate supervisor									
6	<b>One (1) Engineer III</b>	NAMRIAB-ENG3-7-1998	SG 19	Php 36,409	Bachelor's degree relevant to the job <i>(preferably graduate of Geodetic Engineering or other related engineering courses)</i>	Two (2) years of relevant experience	Eight (8) hours of relevant training	RA 1080	Cartography Division (CD)
<b>6 JOB DESCRIPTION:</b> 1. Updates map design in accordance to international standards for topographic and thematic map. 2. Guides and instructs lower level cartographers in the compilation and design of topographic and thematic maps. 3. Reviews and enhances maps before submission to higher supervisors. 4. Performs task in basic operation of Computer Aided Design (CAD) software. 5. Performs other task as deemed necessary by the division chief/immediate supervisor									

**- NOTHING FOLLOWS -**