



## LIST OF VACANT POSITIONS as of APRIL 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:** MAY 08 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

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



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**LIST OF VACANT POSITIONS as of APRIL 2019**  
**SUPPORT SERVICES BRANCH (SSB) - One (1) Vacant Position/s**

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
1	<b>One (1) Accountant IV</b>	NAMRIAB-A4-14-2014	SG 22	Php 65,319.00	CSC Minimum Requirement	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	RA 1080 (CPA)	Accounting Section, Financial and Management Division
					Competency-Based Qualification Standard	Preferably Bachelor's Degree in Accounting/ Accountancy/ Commerce/ Business Administration Major in Accounting or other related course	Preferably with experience in financial management/ management audit work	Preferably with training in financial management		
	Technical Competencies required	Has the ability to perform / execute Superior technical competencies on: General Accounting, Advance technical competency on: Financial Audit and Operations, and Intermediate competency on Budget Administration and Control								
	Job Description:	<ol style="list-style-type: none"> <li>1. Works with technical team of accounting systems in designing and implementing changes in the system and reports.</li> <li>2. Analyzes financial transactions as inputs for management policy formulation and decision making.</li> <li>3. Reviews accounting procedures and methods and recommends changes in internal procedures as needed.</li> <li>4. Reviews internal audit policies and guidelines, and WFP and AP/Plan to determine audit coverage, staff composition, duration, resources required, audit risks, and adequacy of internal auditing guidelines and procedures.</li> <li>5. Checks claims for adherence to checklist/s on budgetary requirements and completeness of supporting documents.</li> <li>6. Identifies appropriate allotment charging of claims.</li> <li>7. Reconciles monthly statement of allotment, obligation and balances with concerned office.</li> <li>8. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.</li> </ol>								
				***	<b>NOTHING FOLLOWS</b>			***		