



## 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*  
**CONCEPCION A. BRINGAS**  
Chief, Administrative Division

*Peter N. Tiangco*  
**Usec. PETER N. TIANGCO, PhD**  
Administrator

LOVP 2019-0001 **JAN 21 2019**



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**LIST OF VACANT POSITIONS as of JANUARY 2018**  
**RESOURCE DATA ANALYSIS BRANCH - 7 Vacant Position/s**

No.		POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
1	CSC Minimum Requirement	<b>One (1) Chief Remote Sensing Technologist</b>	NAMRIAB-CRST-1-1998	SG 24	73,299.00	Master's Degree or Certificate in Leadership and Management from CSC	4 years of supervisory or management experience	40 hours of supervisory/ management learning and development intervention undertaken within the last five (5) years	CS (Prof.) Second Level Eligibility	Land Resource and Data Analysis Division
	Competency-Based Qualification Standard					Bachelor's degree in Engineering (CE, GE & IT) and Natural/Physical Sciences	preferably with relevant experience in remote sensing and GIS techniques			
	Technical Competencies required	Possess Superior technical competencies on: 1.)Remote Sensing Skills 2.) Surveying & Mapping 3.)Environment and Natural Resource Data Analysis								
	JOB DESCRIPTION:	1. Plans, implements and evaluates land cover mapping projects of the Division and monitor accomplishment of its targets, in compliance to agency's mandates and quality objectives and the government's priorities and thrusts. 2. Organizes and mobilizes survey teams to ensure attainment of all field activities of the division. 3. Reviews and evaluates technical reports and outputs of forest/land cover mapping projects to ensure accuracy and quality of generated data/information. 4. Prepares R&D project proposals related to land cover mapping and other remote sensing application to keep abreast with technology trends, improve existing systems and enhance technical capabilities. 5. Serves as resource person for remote sensing related meetings/workshops/ trainings to share updated information and establish linkages with other agencies/ institutions/organizations engaged in remote sensing applications. 6. Recommends and assists the Director in the review and formulation of policies as per standard procedures. 7. Performs other task as may be assigned by the superiors.								

2	CSC Minimum Requirement	<b>One (1) Administrative Aide VI (Clerk III)</b>	NAMRIAB-ADA6-22-2004	SG 6	Php 14,340.00	Completion of two (2) years studies in college	1 year of relevant experience	4 hours of relevant training	CS Sub-Professional (1st Level of Eligibility)	GeoSpatial Integration Division
	Competency-Based Qualification Standard									
	Technical Competencies required									
JOB DESCRIPTION:	1. Records and compiles documents received / released by the division. 2. Schedules and coordinates meetings, appointments, travel arrangement. 3. Prepares minutes of meeting. 4. Coordinates with different units/offices and agencies concerning programs and activities for specific end-users and purposes. 5. Assists in the conduct of ENR research on policies, standards and other ENR related concerns. 6. Performs other task related to clerical/ secretarial/ executive assistance.									
3	CSC Minimum Requirement	<b>One (1) Remote Sensing Technologist II</b>	NAMRIAB-RST2-22-1998	SG 15	Php 29,010.00	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	CS (Prof.) Second Level Eligibility	Physiography and Coastal Resources Division
	Competency-Based Qualification Standard					Preferably graduate of BS Marine Biology or BS Natural/ Physical Sciences or Engineering (GE/CE) and IT related related	in Physiography & Coastal Resource Mapping using Remote Sensing and GIS	Preferably in Remote Sensing, GIS and basic GPS training		
	Technical Competencies required					Has the ability to perform/execute the following technical competencies: 1.) Remote Sensing Skills 2.) Surveying and Mapping 3.) Environment and Natural Resource Data Analysis				
JOB DESCRIPTION:	1. Gathers remotely sensed and Environment and Natural Resources (ENR) related data relevant to physiography and coastal resource mapping. 2. Assists in the pre-processing and visual/digital interpretation of satellite imageries to generate preliminary physiography/coastal resource map. 3. Assists in the field validation survey of physiographic features and coastal resources, including accuracy assessment. 4. Assists in the processing and analysis of field survey data. 5. Assists in the preparation of final physiography/coastal resource map and statistics. 6. Assists in the research & development activities related to remote sensing application for physiography and coastal resource mapping. 7. Performs other related task as may be assigned by the supervisor.									



4	CSC Minimum Requirement	One (1) Administrative Aide VI (Clerk III)	NAMRIAB- ADA6-21-2004	SG 6	Php 14,340.00	Completion of two (2) years studies in college	1 year of relevant experience	4 hours of relevant training	CS Sub- Professional (1st Level Eligibility)	Physiography and Coastal Resources Division
	Competency-Based Qualification Standard									
	Technical Competencies required									
		Has the ability to perform/execute the following technical competencies: Clerical/Secretarial/Executive Assistance Skills								
	JOB DESCRIPTION:	1. Records and compiles documents received / released by the division. 2. Disseminates client requests, memos and other documents to concerned divisions/units. 3. Schedules and coordinates meetings, appointments and travel arrangement. 4. Prepares minutes of meeting. 5. Drafts routine business correspondence for review of superior. 4. Coordinates with different units/offices and agencies concerning programs and activities for specific end-users and purposes. 5. Assists in the conduct of research on policies, legislative measures, and ENR related concerns. 6. Performs other task related to clerical/ secretarial/ executive assistance.								

5	CSC Minimum Requirement	Two (2) Senior Remote Sensing Technologist	NAMRIAB- SRST-1-1998/ NAMRIAB- SRST-25-1998	SG 18	Php 38,085.00	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	CS Professional (2nd Level of Eligibility)	Land Classification Division
	Competency-Based Qualification Standard					Preferably graduate of Natural/ Physical Sciences or Engineering and other related courses	Preferably in the application of remote sensing and GIS, natural resource surveys of related fields	Preferably in Remote Sensing and GIS and basic GPS training		
	Technical Competencies required					Advance/supervisory technical competencies on: 1) Surveying and Mapping 2) Remote Sensing Skills 3) Environment and Natural Resource Data Analysis				
	JOB DESCRIPTION:	1. Assists in the preparation of project folders. 2. Leads in the conduct of field survey and mapping for land classification. 3. Process and evaluates LC survey returns in accordance with the established standards. 4. Conducts quality/accuracy assessment of project outputs. 5. Prepares final land classification map and survey reports. 6. Conducts verification, analysis and prepares correspondences in response to clients requests and queries. 7. Leads in plotting and preparation of technical description activities in support to legislative measure relative to land classification. 8. Conduct research & development (R&D) related to land classification survey and mapping procedures. 9. Performs other related task as may be assigned by superiors.								

6	CSC Minimum Requirement	One (1) Administrative Aide VI (Clerk III)	NAMRIAB-ADA6-20-2004	SG 6	Php 14,340.00	Completion of two (2) years studies in college	1 year of relevant experience	4 hours of relevant training	CS Sub-Professional (1st Level of Eligibility)	Land Classification Division
	Competency-Based Qualification Standard									
	Technical Competencies required	Has the ability to perform/execute the following technical competencies: Clerical/Secretarial/Executive Assistance Skills								
	JOB DESCRIPTION:	1. Records and compiles documents received / released by the division. 2. Schedules and coordinates meetings, appointments, travel arrangement. 3. Prepares minutes of meeting. 4. Coordinates with different units/offices and agencies concerning programs and activities for specific end-users and purposes. 5. Assists in the conduct of research on policies, legislative measures, and ENR related concerns. 6. Performs other task related to clerical/ secretarial/ executive assistance.								
					***	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:
  - ☐ 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\*
  - ☐ 5.5 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 \*
  - ☐ 5.7.1 Applicant's Qualification form (for Outsider)

\* If applicable

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HRMS (signature)



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