



LIST OF VACANT POSITIONS as of APRIL 2021 (JOB ORDER)

NAMRIA-RSP-Form03 Rev03

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. Our vision is to be the center of excellence, building a geospatially-empowered Philippines.

APPLICATION GENERAL GUIDELINES

1. All **qualified applicants** are invited to email at hmsrecruitment@namria.gov.ph the **original scanned copies** of the following application documents (per position applied for).

a. For Applications sent through email, the subject should be read as: "**Position applied indicate the Division/Branch and Full Name of Applicant**" (e.g. **Data Processor III Cartography Division/Mapping and Geodesy Branch Maria Natividad**).

b. **Application letter**, indicating the vacant position being applied for and addressed to:

Usec. PETER N. TIANGCO, PhD, CESO I
Administrator, NAMRIA

c. Properly accomplished **Personal Data Sheet** (CS Form 212 Revised 2017); NAMRIA employees are required to update their Electronic PDS (EPDS) account

d. **Work Experience Sheet** (CSC Form No. 212) (csc.gov.ph)

e. Two (2) recent **Individual Performance Commitment and Review (IPCR)** Form (for government employees); and

f. Other **Application Documents**:

e.1) Certificates of Trainings Attended;

e.2) Certificate/s of Previous Employment;

e.3) Civil Service Commission-Authenticated Career Service Eligibility (as

e.4) Valid Professional Regulation Commission (PRC) License (as needed); and

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

2. The **original and photocopy** of the scanned documents shall be presented for HR authentication upon request of the HR Officer.

2.a. The photocopy of documents shall be placed in a **long brown envelope with the Application Checklist (See posting attachment)**

3. 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 hmsrecruitment@namria.gov.ph with **APPLICATION FOR (POSITION- DIVISION)** as email subject.

4. Only applications submitted on time and with **COMPLETE DOCUMENTARY REQUIREMENTS** shall be **considered**.

5. The Scanned documentary requirements submitted shall only be used for the position applied for. A maximum of three (3) positions can be applied by the **applicants**.

6. 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.

MAY 10 2021

7. **DEADLINE OF APPLICATION:** _____

ATTY. JESSIE M. RACIMO
OIC Chief, Administrative Division





For queries, applicants may contact HRMS at 88105458

Usec. PETER N. TIANGCO, PhD, CESO I
Administrator

LOVP-JO 2021-005 (RDAB)



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<div style="text-align: center;">  <h3 style="margin: 0;">APPLICATION CHECKLIST</h3> <p style="margin: 0;">NAMRIA-RSP-Form04 Rev02</p> </div> <p>Checklist shall be submitted to HRMS for their verification</p> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> 1. Application Letter (indicating the position being applied for and its corresponding item number) </div> <div style="width: 50%;"> <input type="checkbox"/> 2. PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017); csc.gov.ph </div> <div style="width: 50%;"> <input type="checkbox"/> 3. Work Experience Sheet (CSC Form No. 212)* (csc.gov.ph) </div> <div style="width: 50%;"> <input type="checkbox"/> 4. Photocopies of two (2) recent Individual Performance Commitment and Review (IPCR) Form (for government employees) </div> <div style="width: 100%;"> <p>5. Photocopies of the following:</p> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> 5.1 College/High school Diploma </div> <div style="width: 50%;"> <input type="checkbox"/> 5.2 Transcript of Records (TOR) </div> <div style="width: 50%;"> <input type="checkbox"/> 5.3 Valid Professional Regulation Commission (PRC) License* </div> <div style="width: 50%;"> <input type="checkbox"/> 5.4 CSC - Authenticated Career Service Eligibility* </div> <div style="width: 50%;"> <input type="checkbox"/> 5.5 Certificate/s of Previous Employment* </div> <div style="width: 50%;"> <input type="checkbox"/> 5.6 Service Record* </div> <div style="width: 50%;"> <input type="checkbox"/> 5.7 Certificates of Trainings Attended* </div> <div style="width: 50%;"> <input type="checkbox"/> 5.8 Certificate of Award/ Recognition conferred by recognized and prestigious awarding bodies * </div> </div> </div> <div style="width: 50%;"> <input type="checkbox"/> 5.7.1 Applicant's Qualification form (for Outsider) </div> <p>* If applicable</p> <div style="text-align: right;"> <hr style="width: 100px; margin: 0;"/> <i>HRMS (signature)</i> </div> </div>	<div style="text-align: center;">  <h3 style="margin: 0;">APPLICATION CHECKLIST</h3> <p style="margin: 0;">NAMRIA-RSP-Form04 Rev02</p> </div> <p>Checklist shall be submitted to HRMS for their verification</p> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> 1. Application Letter (indicating the position being applied for and its corresponding item number) </div> <div style="width: 50%;"> <input type="checkbox"/> 2. PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017); csc.gov.ph </div> <div style="width: 50%;"> <input type="checkbox"/> 3. Work Experience Sheet (CSC Form No. 212)* (csc.gov.ph) </div> <div style="width: 50%;"> <input type="checkbox"/> 4. Photocopies of two (2) recent Individual Performance Commitment and Review (IPCR) Form (for government employees) </div> <div style="width: 100%;"> <p>5. Photocopies of the following:</p> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> 5.1 College/High school Diploma </div> <div style="width: 50%;"> <input type="checkbox"/> 5.2 Transcript of Records (TOR) </div> <div style="width: 50%;"> <input type="checkbox"/> 5.3 Valid Professional Regulation Commission (PRC) License* </div> <div style="width: 50%;"> <input type="checkbox"/> 5.4 CSC - Authenticated Career Service Eligibility* </div> <div style="width: 50%;"> <input type="checkbox"/> 5.5 Certificate/s of Previous Employment* </div> <div style="width: 50%;"> <input type="checkbox"/> 5.6 Service Record* </div> <div style="width: 50%;"> <input type="checkbox"/> 5.7 Certificates of Trainings Attended* </div> <div style="width: 50%;"> <input type="checkbox"/> 5.8 Certificate of Award/ Recognition conferred by recognized and prestigious awarding bodies * </div> </div> </div> <div style="width: 50%;"> <input type="checkbox"/> 5.7.1 Applicant's Qualification form (for Outsider) </div> <p>* If applicable</p> <div style="text-align: right;"> <hr style="width: 100px; margin: 0;"/> <i>HRMS (signature)</i> </div> </div>
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