



## LIST OF VACANT POSITIONS as of MAY 2021

NAMRIA-RSP-Form03 Rev04

*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 [hrmsrecruitment@namria.gov.ph](mailto:hrmsrecruitment@namria.gov.ph) the **original scanned copies** of the following application documents (per position applied for).

a. **Application letter**, indicating the vacant position being applied for and its corresponding item number addressed to:

**Usec. PETER N. TIANGCO, PhD, CESO I**  
**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](http://csc.gov.ph))

d. Two (2) recent **Individual Performance Commitment and Review (IPCR)** Form or its equivalent (for government employees); and

e. Other **Application Documents**:

e.1) Certificates of Trainings  
Attended;

e.3) Authenticated Certificate of Eligibility  
issued by the Career Service Eligibility (CSC)  
or CESB (as needed);

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

e.6) Service Record (for government employees);

e.2) Certificate/s of Previous  
Employment;

e.4) Valid Professional License issued by  
PRC/SC/MARINA authorized regulatory  
agencies (as needed);

e.7) Certificate of Award/Recognition conferred by NAMRIA  
recognized and prestigious awarding bodies.

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, in excel format, along with the required documents.

4. The email subject or title shall follow this format: **APPLICATION FOR <POSITION TITLE> \_<ITEM NUMBER> \_<Division/Branch><Full Name of Applicant>** (e.g. APPLICATION FOR ADMINISTRATIVE OFFICER II\_NAMRIAB-ADOF2-17-2005\_AD/SSB Maria Natividad)

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

6. 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**.

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:** JUN 04 2021

For queries, applicants may contact HRMS at 88105458

  
**ATTY. JESSIE M. RACIMO**

OIC Chief, Administrative Division

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

LOVP 2021-005 (SSB)



No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
1	One (1) Engineer IV	NAMRIAB-ENG4-11-1998	SG 22	PHP 68,415.00	CSC Minimum Requirement	Bachelor's degree in Engineering relevant to the job	Three (3) years of relevant experience	Sixteen (16) hours of relevant training	RA 1080	Instrumentation and Communication Section, Engineering Services Division (ICS-ESD)
	Technical Competencies required	Has the ability to perform/execute Leadership and Technical Competencies on: 1) Technical and Communications Equipment Maintenance and 2) Emergency Preparedness and Disaster Management								
	Job Description:	1. Directly supervises and coordinates the section by assisting the Chief Engineer in planning and managing of the programmed activities of the section in the operation, maintenance, utilization of printing, reprography, communication and other related equipment. 2. Provides technical support to all personnel of the section on matters related to the maintenance of all system. 3. Undertakes studies, formulates plans and procedures for the effective utilization of the system. 4. Undertakes technical feasibility studies needed in the acquisition and upgrading of new system and existing system respectively. 5. Provides for the development of the technical expertise of maintenance staffs. 6. Supervises the acquisition and control of technical supplies, spare parts, tools and manuals. 7. Prepares and recommends budgetary proposals, operational plans, accomplishment, status and progress report on all activities of the section. 8. Makes a close contact of all system suppliers to keep abreast with the development in their system's technology. 9. Establishes and formulates training programs for the effectiveness and efficiency of the methods being practiced. 10. Designs, institutionalizes and standardizes programs and techniques. 11. Assesses and evaluates program effectiveness. 12. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities								
2	One (1) Administrative Officer III (Cashier II)	NAMRIAB-ADOF3-14-2004	SG 14	PHP 30,799.00	CSC Minimum Requirement	Bachelor's degree relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	CS Professional Second Level Eligibility	Cashier Section, Administrative Division (AD)
	Technical Competencies required	Has the ability to perform/execute Technical Competencies on: 1) Cash Management and 2) Clerical/Secretarial/Executive Assistance Skills								
	Job Description:	1. Issues Official Receipts upon collection and reviews collection and disbursement report. 2. Prepares Collection and Liquidation Reports. 3. Records and maintains Cash Registry Book from all types of collection. 4. Coordinates with different units/offices and agencies programs and activities for specific end-users and purposes. 5. Drafts routine business correspondence for review of superior. 6. Assists in meetings and prepares minutes of the meeting. 7. Reviews, verifies and maintains information into databases 8. Researches the details in resolving issues, analyzes findings, prioritizes and categorizes alternatives. 9. Implements record management processes for the executive/office. 10. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities								
3	One (1) Administrative Assistant III (Buyer III)	NAMRIAB-ADAS3-3-2004	SG 09	PHP 19,593.00	CSC Minimum Requirement	Completion of two (2) years studies in college	One (1) year of relevant experience	Four (4) hours of relevant training	CS Sub-Professional First Level Eligibility	Property and Supply Management Section, Administrative Division (PSMS-AD)
	Technical Competencies required	Has the ability to perform/execute Technical Competency on: 1) Procurement Management								
	Job Description:	1. Performs product cost analysis to establish cost estimates needed in preparation of APP. 2. Conducts initial evaluation of supplier accreditation and maintains a list of accredited suppliers and the goods and services they provide. 3. Prepares abstract of quotation to ensure that suppliers are aligned to the procurement processing targets and to ensure timely procurement of merchandise by interviewing and corresponding with vendors both foreign and local regarding needs specifications, price quotations and charges, bids, adjustments and cancellations. 4. Prepares purchase/ job order/ contract of services by reviewing specifications for requisitions submitted and determining the kind and quality of equipment and supplies needed based on demand, availability of stock, urgency of the need for such to ensure that purchase orders prepared are according to purchase specifications, availability of funds, prices and priorities. 5. Recommends/proposes to end users ways to reduce cost (i.e. alternative vendor/products) and obtain better quality and services. 6. Knows and applies knowledge on e-procurement to keep abreast of current trends in supply management. 7. Evaluates and determines that procurement/ purchases made are in accordance with the approved APP. 8. Prepares minutes of BAC meeting and resolutions. 9. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities								
4	One (1) Administrative Assistant III (Mechanic III)	NAMRIAB-ADAS3-8-2004	SG 09	PHP 19,593.00	CSC Minimum Requirement	Highschool Graduate or Completion of relevant vocational/trade course	One (1) year of relevant experience	Four (4) hours of relevant training	Mechanic (Automotive Servicing) (MC 10 s. 2013)	Transport Engineering Section, Engineering Services Division (TES-ESD)
	Technical Competencies required	Has the ability to perform/execute Technical Competencies on: 1) Transport Repairs and Maintenance Services and 2) Emergency Preparedness and Disaster Management								
	Job Description:	1. Performs both mechanical and electrical repairs and maintenance work of motor vehicles, engines, suspension, chassis, and electrical system to ensure that the agency's motor vehicles are in good running condition at all times. 2. Trains co-mechanics and auto electricians to improve their technical skills. 3. Suggests steps for further improvement of work bay. 4. Prevents wasteful use of parts and supplies. 5. Ensures quality work is accomplished. 6. Keeps records of equipment, tools, supplies and materials in the shop and reports losses of parts, materials and supplies to superiors. 7. Conducts periodic inspections to determine and to assess hazards, risks within NAMRIA. 8. Coordinates with various stakeholders on the emergency preparedness and disaster management program. 9. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities								

\*\*\* NOTHING FOLLOWS \*\*\*