

### LIST OF VACANT POSITIONS as of (APRIL 2022)

NAMRIA-RSP-Form03 Rev05

### 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 nandated 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 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 Attachment Work Experience Sheet) (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 CSC or CESB (as needed);

e.5) College Diploma and Transcript of Records (TOR); e.6) Service Record (for government employees); and

e.2) Certificate/s of Previous Employment;

e.4) Valid Professional License issued by PRC/SC/MARINA/ authorized regulatory

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

agencies (as needed); 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 solely used for recruitment purposes and 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 1 0 2022

For queries, applicants may contact HRMS at 88105458.

RECORDS MANAGEMENT APPROVED FOR PUBLICATION BULLETIN BOARD NEWSPAPER DOTHERS ZENAIDA A. LEAÑO AO V (Records ORich 912022 DATE:

ATTY. JESSIE M. RACIMO **OIC. Administrative Division** 

N. TIANGCO, PhD, CESO I Used. PETER

Administrator

OVP-2022-003 JO (RDAB)



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## LIST OF VACANT POSITIONS as of APRIL 2022 (JOB ORDER) RESOURCE DATA ANALYSIS BRANCH - (16) Vacant Position/s

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment		
1	Five (5) Geographic Information Systems (GIS) Specialist II	Not/Applicable		Php 30,050.00	Bachelor's degree relevant to the job (preferrably Geodetic Engineering, Computer Science, Information Technology, Forestry and other related engineering courses)	Atleast one (1) year experience in land classification status verification using GIS as a tool	Atleast twenty (20) hours of training related on GIS/MIS application	None Required	Land Classification Division, Resource Data Analysis Branch (LCD-RDAB)		
	Additional Competency required	<ul> <li>4. Knowledgeable in the processing of fireld reports (using ARCGIS, Autocad, and other related softwares);</li> <li>5. Must have good coomunication, documentation, and preparation skills;</li> <li>6. Must have experience in the development of a project that utilized Web Applications and Console</li> </ul>									
	Job Description:	Applications.  1. Accuracy assessment of replotted LC lines and corners and the projected CCLOA; 2. GIS integration, overlay and analysis of thematic layers such as Topographic maps, replotted LC maps, CCLOAs, CADCs, Tenurial, Legal/Regulatory and other gathered reference maps; 3. Conduct review and evaluation on the projected CCLOA and determine its individual legal classification status; 4. Perform analysis based on the set guidelines by following the process flows created for the project entitled "LC Status Verification Procedure for SPLIT Project and "Quality Assessment Procedure of CCLOA Datasets"; 5. Record findings/observations and make recommendations; 6. Presentation of assessment reports to the concerned regions and to other partner agencies through workshop; 7. Quality checking of CCLOA shapefile attributes and printed Maps of CLOA before provision to concerned Offices; 8. Consolidation and maintenance of the overall accomplishment; 9. Prepare necessary reports related to SPLIT project; and 10. Performs other related tasks as may deemed necessary to carry out the above mentioned activities.									

2	Eleven (11) Geographic Information Systems (GIS) Specialist I	Not/Applicable	Php 26,754.00	Bachelor's degree relevant to the job (preferrably Geodetic Engineering, Computer Science, Information Technology, Forestry and other related engineering courses)	Atleast three (3) months experience in GIS application (use of ARCGIS and other related softwares)	Atleast ten (10) hours of training related on GIS/MIS application	None Required	Land Classification Division, Resource Data Analysis Branch (LCD-RDAB)			
	Additional Competency required	1. Bachelor's degree in Forestry, Human Ecology, Geodetic Engineering, or other related Information Technology and Computer Science fields that employs the use of Geographic Information Systems in land resources management; 2. Works on multiple thematic data in GIS application; 3. Can handle digital conversion of analog maps; 4. Knowledgeable in the processing of fireld reports (using ARCGIS, Autocad, and other related softwares); 5. Must have good coomunication, documentation, and preparation skills; 6. Must have experience in the development of a project that utilized Web Applications and Console Applications.									
	Job Description:	1. Scanning and georeferencing of analog Land Classification (LC) Maps, Regulatory and other reference maps using GIS software;  2. Replotting/compilation of LC lines and corners in topographic maps;  3. Collection of related thematic data;  4. Review the positional accuracy, correctness and other properties of CCLOA shapefiles submitted by DAR and other reference maps gathered;  5. Execute GIS integration and overlay of thematic layer such as Topographic Map, LC Collective CLOA (CCLOA), CADC, Protected Areas, Satellite imageries and other reference spatial data;  6. Review and suitability analysis and make recommendation;  7. Record findings/observations and make recommendation;  8. Map layouting of processed CCLOA such as provincial control maps showing all the CCLOAs in AO size and cluster of CCLOA in A3 size;  9. Assist in the training/presentation of findings to concerned Offices;  10. Facilitate submission of CLOA shapefiles to DAR/Regional Offices and to other partner agencies;  11. Manage CLOA shapefiles once received by NAMRIA;  12. Integrate projected CLOA shapefiles into a common file database system;  13. Create and maintain database of CLOA shapefiles; and  14. Performs other related tasks as may deemed necessary to carry out the above mentioned activities.									



## **APPLICATION CHECKLIST**

# 1987

### **APPLICATION CHECKLIST**

#### NAMRIA-RSP-Form04 Rev02

NAMKIA-RSP-Formu4 Revu2					NAMKIA-KSP-FORMU4 KeVUZ				
Checklist shall be submitted to HRMS for their verification					Checklist shall be submitted to HRMS for their verification				
1.	Application Letter (indicator and its corresponding		1.	Application Letter (indicating the position being applied for and its corresponding item number)					
2.	PERSONAL DATA SHEET 2017); csc.gov.ph	(PDS) (CS F	orm 212 Revised		2.	PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017); csc.gov.ph			
3.	Work Experience Sheet ( (csc.gov.ph)	0. 212)*		3.	Work Experience Sheet (CSC Form No. 212)* (csc.gov.ph)				
4.	Photocopies of two (2) re Commitment and Review employees)		4.	Photocopies of two (2) recent Individual Performance Commitment and Review (IPCR) Form (for government employees)					
5.	Photocopies of the follow	ving:		(4)	5.	Photocopies of the follow	ving:		
5.1	College/High school [Diploma	5.2	Transcript of Records (TOR)		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*		5.3	Valid Professional Regulation Commission (PRC) License*	5.4	CSC - Authenticated Career Service Eligibility*	
5.5	Certificate/s of Previous Employment*	5.6	Service Record*		5.5	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	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)				5.7.1	Applicant's Qualification form (for Outsider)		•	
* If applicab	le					* If applicable			
			1S (signature)				HRMS (s	ignature)	