

LIST OF VACANT POSITIONS as of (JUNE 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 andated 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)

agencies (as needed);

- 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.2) Certificate/s of Previous

Employment;

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

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e.6) Service Record (for government employees); and e.7) Certificate of Award/ Recognition conferred by

NAMRIA and other recognized and prestigious awarding

- 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)
- 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: ___

JUN 2 0 2022

For queries, applicants may contact HRMS at 88105458

ATTY. JESSIE M. RACIMO

PETER N. TIANGCO, PhD, CESO I

OIC, Administrative Division

Administrator

APPROVED FOR PUBLICATION

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ZENAIDA A. LEANO

DATE: JUN 0 9 202

LOVP-2022-006 JO (GISMB)



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LIST OF VACANT POSITIONS as of JUNE 2022 (JOB ORDER) GEOSPATIAL INFORMATION SYSTEMS MANAGEMENT BRANCH - (1) Vacant Position/s

No.	POSITION			Basic Salary per Month	Relevant Relevant Experience		Relevant Training	Eligibility	Place of Assignment	
	One (1) PROJECT DEVELOPMENT ASSISTANT II	Not/Applicable		Php 16,051.00	Bachelor's Degree relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	(Preferably) CS Sub- Professional Geospatial Information and Communications Technology Division (GICTD)		
1	Additional Competency required	Well verse in Microsoft Office Productivity Software								
	Job Description:	1. Coordinates with different units/offices and agencies programs and activities for specific end-users and purposes. 2. Drafts routine business correspondence for review of superior. 3. Assists in meetings and prepares minutes of the meeting. 4. Reviews, verifies and maintains information into databases. 5. Researches the details in resolving issues, analyzes findings, prioritizes and categorizes alternatives. 6. Discusses other concerns with superior. 7. Implements record management processes for the executive/office.								
	*** NOTHING FOLLOWS ***									

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MAPPIN			MINONAU
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APPLICATION CHECKLIST

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APPLICATION CHECKLIST

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		LINE	NAMRIA-RSP-Form04 Rev02			1967 * 1967 * LINE		NAMRIA-RSP-Form04 Rev02		
Checklist shall be submitted to HRMS for their verification					Checklist shall be submitted to HRMS for their verification					
	Application Letter (indication and its corresponding for and its corresponding for and its corresponding for an its corresponding for a its corresponding for a its corresponding for a its corresponding for a its corr					1.	Application Letter (indicating the position being applie for and its corresponding item number)			
	2. PERSONAL DATA SHEET 2017); csc.gov.ph			r (PDS) (CS		2.	PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017); csc.gov.ph			
		3.	Work Experience Sheet (csc.gov.ph)		3.	Work Experience Sheet (CSC Form No. 212)* (csc.gov.ph)				
		4.					4.	Photocopies of two (2) recent Individual Performance Commitment and Review (IPCR) Form (for government employees)		
		5.	Photocopies of the follow	wing:			5.	Photocopies of the follo	wing:	
		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)	1			5.7.1	Applicant's Qualification form (for Outsider)	n	*
* If applicable						* If applicable				
				HRMS (signature)					HRMS (s	ignature)