

# LIST OF VACANT POSITIONS as of (AUGUST 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 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 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 (FPDS) 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.2) Certificate/s of Previous

e.4) Valid Professional License issued by

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

Employment;

PRC/SC/MARINA/ authorized regulatory agencies (as needed);

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

- 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.

RECORDS MANAGEMEN

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- 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:

SEP 0 9 2022

For gueries, applicants may contact HRMS at 88105458

ATTY. JESSIE M. RACIMO OIC, Administrative Division

OTHER Manuel O Jalamayan Jr.

PETER N. TIANGCO, PhD, CESO I

Administrator

LOVP-2022-012 JO (GISMB)



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

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Relevant Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment	
1	One (1) Project Development Assistant I	Not/Applicable		Php 14,931.00	Bachelor's Degree relevant to the job	None Required	None Required	(Preferably) CS Sub- Professional	Geospatial Information Services Division (GISD)	
	Additional Competency required	Preferably with knowledge in graphic art designs, photography and videography, and is of good moral character.								
	Job Description:	<ol> <li>Prepare charts, graphs, illustrations, and diagrammatic drawings for various NAMRIA publications and slide presentations;</li> <li>Design, layout, and prepare posters for technology, map, and photo displays, and exhibits;</li> <li>Provide assistance in the end-to-end production (conceptualization, design, layout, and printing) of various information, education, and communication materials such as brochures, bulletins, and programs;</li> <li>Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.</li> </ol>								



# **APPLICATION CHECKLIST**

## IAMRIA-RSP-Form04 Rev02

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# **APPLICATION CHECKLIST**

#### NAMRIA-RSP-Form04 Rev02

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Checklist shall be submitted to HRMS for their verification				Checklist shall be submitted to HRMS for their verification					
1.	Application Letter (indicator for and its corresponding				1.	Application Letter (indicati for and its corresponding			
2.	PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017); csc.gov.ph				2.	PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017); csc.gov.ph			
3.	Work Experience Sheet (CSC Form No. 212)* (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)				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 followi	ng:		
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	5.6	Service Record*		5.5	Certificate/s of Previous Employment*	5.6	Service Record*	
5.7	Employment* 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 applicable					* If applicable				
HRMS (signature)						-	HRMS (s	signature)	