



LIST OF VACANT POSITIONS as of (JANUARY 2023)

NAMRIA-RSP-Form03 Rev06

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 (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.2) Certificate/s of Previous Employment;

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

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

e.7) Certificate of Award/ Recognition conferred by NAMRIA and other 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 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: FEB 13 2023

For queries, applicants may contact HRMS at 88105458

**Pursuant to CSC MC No. 07, s. 2014, Person with Disabilities (PWDs) are encouraged to apply.*



ATTY. JESSIE M. RACIMO
Chief, Administrative Division

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



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LIST OF VACANT POSITIONS as of JANUARY 2023

GEOSPATIAL INFORMATION SYSTEMS MANAGEMENT BRANCH (GISMB) - (16) Vacant Position/s

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
1	One (1) Data Controller III	NAMRIAB-DCTL3-15-2014	SG 11	PHP 27,000.00	CSC Minimum Requirement	Completion of two (2) years studies in college or High School Graduate with relevant vocational/ trade course	Two (2) years of relevant experience	Eight (8) hours relevant training	CS Sub-Professional First Level Eligibility/Data Encoder	Geospatial Database Management Division (GDMD)
	Technical Competencies required	Has the ability to perform/execute technical competencies on: 1.) Database Build-up, Integration and Maintenance 2.) Information System (IS) Research								
	Job Description:	<ol style="list-style-type: none"> Operates word processing, spreadsheet and other data encoding software. Encodes statistical or operations support data. Digitizes analogue data to geospatial data. Collects spatial and/or operations support data. Conducts data requirements assessment. Reviews the encoded statistical or operations support data. Reviews and digitized geospatial data. Conducts research and data gathering procedures. Assists in the design of research or survey questionnaires. Maintains technical documentation. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities. 								
2	Four (4) Data Controller II	NAMRIAB-DCTL2-1-1998 / NAMRIAB-DCTL2-2-1998 / NAMRIAB-DCTL2-15-2014 / NAMRIAB-DCTL2-16-2014	SG 08	PHP 19,744.00	CSC Minimum Requirement	Completion of two (2) years studies in college or High School Graduate with relevant vocational/ trade course	One (1) year of relevant experience	Four (4) hours of relevant training	CS Sub-Professional First Level Eligibility/Data Encoder	Geospatial Database Management Division (GDMD)
	Technical Competencies required	Has the ability to perform/execute technical competencies on: 1.) Database Build-up, Integration and Maintenance								
	Job Description:	<ol style="list-style-type: none"> Operates word processing, spreadsheet and other data encoding software. Encodes statistical or operations support data. Digitizes analogue data to geospatial data. Collects spatial and/or operations support data. Conducts data requirements assessment. Reviews the encoded statistical or operations support data. Reviews and digitized geospatial data. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities. 								
3	One (1) Administrative Aide VI (Clerk III)	NAMRIAB-ADAG-12-2014	SG 06	PHP 17,553.00	CSC Minimum Requirement	Completion of two (2) years studies in college	None Required	None Required	CS Sub-Professional First Level Eligibility	Geospatial Database Management Division (GDMD)
	Technical Competencies required	Has the ability to perform/execute technical competencies on: 1.) Clerical/Secretarial/Executive Assistance Skills and possesses basic technical competencies on: 2.) Database Build-up and Integration 3.) System Research and Analysis								
	Job Description:	<ol style="list-style-type: none"> Coordinates with different units/offices and agencies programs and activities for specific end-users and purposes. Drafts routine business correspondence for review of superior. Assists in meetings and prepares minutes of the meeting. Reviews, verifies and maintains information into databases. Researches the details in resolving issues, analyzes findings, prioritizes and categorizes alternatives. Discusses other concerns with superior. Implements record management processes for the executive/office. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities. 								