



LIST OF VACANT POSITIONS as of (JANUARY 2023)

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 (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)

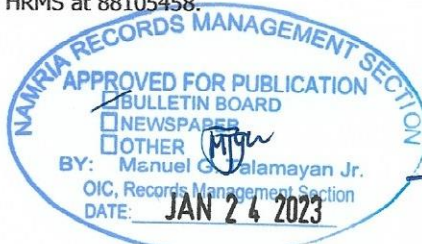
5. Only applications submitted on time and with **COMPLETE DOCUMENTARY REQUIREMENTS** shall be **considered**.

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 03 2023

For queries, applicants may contact HRMS at 88105458.



ATTY. JESSIE M. RACIMO
Chief, Administrative Division

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

	One (1) Electrician	Not/Applicable	Php 13,890.00	High School Graduate or completion of relevant vocational/trade course	One (1) year of relevant experience	None Required	None Required	Engineering Services Division (ESD)
3	Additional Competency required	1. Knowledge in Building Wirings Installation and Maintenance 2. Preferably with NC II (TESDA Certification).						
	Job Description:	1. Assists in the electrical works of buildings and facilities; 2. Repairs, replaces and installs electrical accessories; 3. Performs other tasks that may be assigned by the engineer from time to time.						
	One (1) Project Development Officer I	Not/Applicable	Php 19,940.00	Bachelor's degree relevant to the job	None Required	None Required	(Preferably) CS Professional or RA 1080	Engineering Services Division (ESD)
4	Additional Competency required	1. Basic computer skills with proficiency in MS Word and Excel. 2. Basic knowledge in vehicle maintenance. 3. Experience in web-based management system.						
	Job Description:	1. Assists to formulate, institute and maintain a system monitoring, evaluating and reporting of the Division's programs and projects; 2. Provides assistance in the evaluation and review of the project outputs of the Division; 3. Assists in the preparation of project accomplishment/completion reports and makes recommendation for the effective implementation of projects; 4. Coordinate and process pertinent documents in the repair and maintenance of NAMRIA Vehicles; 5. Provide assistance in processing pertinent documentary requirements for NAMRIA Vehicles; 6. Provides assistance in monitoring and consolidating of fuel consumption, trip ticket, and other data; 7. Monitor, process and coordinate vehicle request of different branches to support their project implementation 8. Performs other duties as may be assigned from time to time.						
***NOTHING FOLLOWS ***								



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LIST OF VACANT POSITIONS as of JANUARY 2023 (JOB ORDER)

RESOURCE DATA ANALYSIS BRANCH - (2) Vacant Position/s

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
1	One (1) Project Development Officer I	Not/Applicable		Php 19,940.00	Bachelor's degree relevant to the job	None Required	None Required	(Preferably) CS Professional or RA 1080	Physiography and Coastal Resource Division (PCRD)
	Additional Competency required	1. Bachelor of Science degree relevant to the job (preferably Marine Biology or other Natural Science related courses, Comp. Science, IT or Engineering courses). 2. At least six months of relevant experience in the application of RS/GIS. 3. At least four hours of relevant training in RS/GIS.							
	Job Description:	1. Assists in digital conversion and compilation of the collected spatial and non-spatial data of the project ; 2. Conducts archiving of digital outputs and project documents; 3. Assists in the secondary data collection; 4. Assists in the reproduction of maps and images produced in the project; 5. Assist in the preparation of project reports and other related documents; and 6. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.							
2	One (1) Project Development Assistant IV	Not/Applicable		Php 18,549.00	Bachelor's degree relevant to the job	Three (3) years of relevant experience	Eight (8) hours of relevant training	(Preferably) CS Sub-Prof	Physiography and Coastal Resource Division (PCRD)
	Additional Competency required	1. Bachelor of Science degree relevant to the job (preferably Marine Biology or other Natural Science related courses, Comp. Science, IT or Engineering courses). 2. Computer literate preferably MS Office (Excel, Word & Power Point).							
	Job Description:	1. Assists in digital conversion and compilation of the collected spatial and non-spatial data of the project ; 2. Conducts archiving of digital outputs and project documents; 3. Assists in the secondary data collection; 4. Assists in the reproduction of maps and images produced in the project; 5. Assist in the preparation of project reports and other related documents; and 6. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.							

***NOTHING FOLLOWS ***



APPLICATION CHECKLIST

NAMRIA-RSP-Form04 Rev02

Checklist shall be submitted to HRMS for their verification

- ☐ 1. Application Letter (indicating the position being applied for and its corresponding item number)
- ☐ 2. PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017); 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)
- 5. Photocopies of the following:
 - ☐ 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*
 - ☐ 5.5 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 *
- ☐ 5.7.1 Applicant's Qualification form (for Outsider)

* If applicable

HRMS (signature)



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