

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.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 agencies (as needed); 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)
- 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 0 3 2023

For queries, applicants may contact HRMS at 88105458.

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Administrator

LOVP-2023-001 JO (SSB & RDAB)



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LIST OF VACANT POSITIONS as of JANUARY 2023 (JOB ORDER) SUPPORT SERVICES BRANCH - (4) Vacant Position/s

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment		
	One (1) Data Processor III	Not/Applicable		Php 13,890.00	Completion of two years studies in college relevant to the function	Two (2) years of relevant experience	Eight (8) hours of relevant training	(Preferably) CS Sub-Prof	Engineering Services Division (ESD)		
	Additional Competency required	1. Knowledge in Technical and Communication Equipment Maintenance. 2. Preferably with NC II (TESDA Certification). 3. Basic Computer Skills.									
1	Job Description:	 Assists in drafting and developing the user interface for Engineering Management Development; Assists in performing preventive and corrective maintenance of Technical, Communication and Scientific Equipment as assig the superior; Assists in undertaking regular operational readiness test and integrity check on the system as assigned by the superior; Assists in preparing and updating service records and machine performance record of all systems; Assists in setting-up, switching and monitoring of auxiliary equipment required by the system; Informs supervisor of any malfunction of test equipment and instruments and submits the required report on the status and preventive and corrective measures applied; Informs and updates supervisor of the section inventory of spare parts, tools, test equipment and instruments, technical superior of manuals; Types correspondence, records and other relevant documents; Sorts and records incoming and outgoing correspondence and documents; Drafts reports and prepares correspondence, memoranda and circulars; Undertakes related research work of the office; and Performs other duties as may be assigned from time to time. 									
2	One (1) Data Processor II	Not/Appli		Php 12,921.00	Completion of two years studies in college relevant to the function	One (1) year of relevant experience	Four (4) hours of relevant training	(Preferably) CS Sub-Prof	Engineering Services Division (ESD)		
	Additional Competency required	Knowledge in Technical and Communication Equipment Maintenance. Preferably with NC II (TESDA Certification). Basic Computer Skills.									
	Job Description:	 Assists in performing preventive and corrective maintenance of Technical, Communication and Scientific Equipment as assigned by the superior; Assists in undertaking regular operational readiness test and integrity check on the system as assigned by the superior; Assists in preparing and updating service records and machine performance record of all systems; Assists in setting-up, switching and monitoring of auxiliary equipment required by the system; Documents any malfunction of test equipment and instruments and submits the required report on the status and the preventive and corrective measures applied; Documents the section inventory of spare parts, tools, test equipment and instruments, technical supplies and manuals; Types correspondence, records and other relevant documents; Sorts and records incoming and outgoing correspondence and documents; Types reports and prepares correspondence, memoranda and circulars; Undertakes related research work of the office; and Performs other duties as may be assigned from time to time. 									

	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	Knowledge in Building Wirings Installation and Maintenance Preferably with NC II (TESDA Certification).										
	Job Description:	Assists in the electrical works of buildings and facilities; Repairs, replaces and installs electrical accessories; 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)				
	Additional Competency required	Basic computer skills with proficiency in MS Word and Excel. Basic knowledge in vehicle maintenance. Experience in web-based management system.										
4	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.										
		L	***	NOTHING FOLLOWS	***							



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LIST OF VACANT POSITIONS as of JANUARY 2023 (JOB ORDER) RESOURCE DATA ANALYSIS BRANCH - (2) Vacant Position/s

POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment				
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	related courses, Comp. Science, IT or Engineering courses). 2. At least six months of relevant experience in the application of 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.											
One (1) Project Development Assistant IV	Not/Applicable 14		Php 18,549.00	Bachelor's degree relevant to the job	Three (3) years of relevant	Eight (8) hours of relevant	(Preferably) CS Sub-Prof	Physiography and Coastal Resource Division (PCRD)				
required	Bachelor of Science degree relevant to the job (preferably Marine Biology or other Natural Science related courses, Comp. Science, IT or Engineering courses).											
Job Description:	Assists in digital conversion and compilation of the collected spatial and non-spatial data of the project; Conducts archiving of digital outputs and project documents; Assists in the secondary data collection; Assists in the reproduction of maps and images produced in the project; Assist in the preparation of project reports and other related documents; and Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.											
	One (1) Project Development Officer I Additional Competency required Job Description: One (1) Project Development Assistant IV Additional Competency required	One (1) Project Development Officer I Additional Competency required 1. Bachelor related cour 2. At least s 3. At least for 1. Assists in the 5. Assists in the 6. Performs oth 1. Assists in the 1. Assists in dig 1. Assists in dig 1. Assists in the 1. Assis	One (1) Project Development Officer I Additional Competency required Dob Description: One (1) Project Development Assists in the secondar Assists in the preparation for the preparation of the prepara	One (1) Project Development Officer I Additional Competency required 1. Bachelor of Science degree relevant to the secondary data collection of the preparation of project reports of the preparation of digital outputs and a session of the preparation of project reports of the preparation of proje	One (1) Project Development Officer I 1. 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Assists in digital conversion and compilation of the collected so 2. Conducts archiving of digital outputs and project documents; 3. Assists in the reproduction of maps and images produced in the secondary data collection; 4. Assists in the reproduction of maps and images produced in the secondary data collection; 4. Assists in the reproduction of maps and images produced in the secondary data collection; 4. Assists in the preparation of project reports and other related courses.	One (1) Project Development Officer I 1. Bachelor of Science degree relevant to the job (preferably Marrelated courses, Comp. Science, IT or Engineering courses). 2. At least six months of relevant training in RS/GIS. 1. Assists in digital conversion and compilation of the collected spatial and non-section of the project documents; 3. Assists in the secondary data collection; 4. Assists 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 attemption of the collected spatial and non-section of the collected spatial and non-section of the collected spatial and non-section of the project documents; and 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 attemption of the collected spatial and non-section of the collec	One (1) Project Development Officer I 1. Bachelor of Science degree relevant to the job (preferably Marine Biology related courses, Comp. Science, IT or Engineering courses). 2. At least six months of relevant training in RS/GIS. 3. At least four hours of relevant training in RS/GIS. 1. Assists in digital conversion and compilation of the collected spatial and non-spatial data of a conducts archiving of digital outputs and project documents; 3. 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 plays and project degree plays and project plays and other related documents; and the project; Development Assistant IV Additional Competency required 1. Bachelor of Science degree relevant to the job (preferably Marine Biology relevant training courses). 2. Computer literate preferably MS Office (Excel, Word & Power Point). 1. Assists in the reproduction of maps and images produced in the project; 5. Assists in the secondary data collection; 4. Assists in the preparation of project reports and other related documents; 5. Assists in the preparation of project reports and other related documents. 2. Computer literate preferably MS Office (Excel, Word & Power Point). 3. Assists in the secondary data collection; 4. Assists in the reproduction of maps and images produced in the project; 5. 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APPLICATION CHECKLIST APPLICATION CHECKLIST

NAMRIA-RSP-Form04 Rev02		36 July * 1987	Aligon	NAMRIA-RSP-Form	04 Rev02				
	list sl	hall be submitted to HRMS for th	eir verification	Checklist shall be submitted to HRMS for their verification					
	1.	Application Letter (indicating the po- for and its corresponding item num			1.	Application Letter (indicating the position being applie for and its corresponding item number)			
	2.	PERSONAL DATA SHEET (PDS) (CS 2017); csc.gov.ph	Form 212 Revised		2.	PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017); csc.gov.ph			
Ш,	3.	Work Experience Sheet (CSC Form (csc.gov.ph)	No. 212)*		3.	Work Experience Sheet (CSC Form No. 212)* (csc.gov.ph)			
	4.	Photocopies of two (2) recent Indiv Commitment and Review (IPCR) For employees)			4.	Photocopies of two (2) recent Individual Performance Commitment and Review (IPCR) Form (for government employees)			
	5.	Photocopies of the following:			5.	Photocopies of the follow	ring:		
	5.1	College/High school 5.2 Diploma	Transcript of Records (TOR)		5.1	College/High school Diploma	5.2	Transcript of Records (TOR)	
	5.3	Valid Professional 5.4 Regulation Commission (PRC) License*	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 Employment*	Service Record*		5.5	Certificate/s of Previous Employment*	5.6	Service Record*	
	5.7	Certificates of 5.8 Trainings Attended*	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)						n ' ' '	HRMS (si	ignature)	