



LIST OF VACANT POSITIONS as of (JULY 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.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)

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:** JUL 27 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



LIST OF VACANT POSITIONS as of JULY 2023
MAPPING AND GEODESY BRANCH (MGB) - (9) Vacant Position/s

[illegible]

4	One (1) Photographic Color Processor III	NAMRIAB-PCP3-1-1998	SG 11	PHP 27,000.00	CSC Minimum Requirement	Highschool Graduate or Completion of relevant vocational/trade course	Two (2) years of relevant experience	Eight (8) hours relevant training	Photographer (MC 10 s. 2013)	Reprography and Printing Division (RPD)
	Technical Competencies required	Has the ability to perform /execute technical competencies on: 1.) Reprography and Printing and possesses basic technical competencies on: 2) Cartographic Enhancement								
	Job Description:	1. Checks and evaluates digital data of Topographic maps and Nautical Charts. 2. Verifies and applies correction in color separation, tone, line values symbols of the color separation based on standards specification. 3. Converts CMYK color separation to spot color for quality printing of maps. 4. Prepares plotter's proof for Topographic maps final validation and approval purposes. 5. Prepares bi-monthly report. 6. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities.								
5	One (1) Photographer III	NAMRIAB-PHOTO3-5-1998	SG 10	PHP 23,176.00	CSC Minimum Requirement	Highschool Graduate or Completion of relevant vocational/trade course	Two (2) years of relevant experience	Eight (8) hours relevant training	Photographer (MC 10 s. 2013)	Reprography and Printing Division (RPD)
	Technical Competencies required	Has the ability to perform /execute the following technical competencies: 1.) Reprography and Printing and possesses basic technical competencies on: 2) Cartographic Enhancement								
	Job Description:	1. Operates reproduction equipment. 2. Performs digital /conventional reprographic operations. 3. Performs maintenance of laboratory and other equipment. 4. Applies registration system on topographic and administrative map layout. 5. Prepares plotters proof for final validation and approval purposes. 6. Checks samples of reproduced printed plates for approval of superior. 7. Perform other related tasks as may be deemed necessary to carry out the above mentioned activities.								
6	One (1) Printing Machine Operator III	NAMRIAB-PMACO3-2-1998	SG 09	PHP 21,211.00	CSC Minimum Requirement	Highschool Graduate	One (1) year of relevant experience	Four (4) hours of relevant training	Printing Machine Operator (MC 10 s. 2013)	Reprography and Printing Division (RPD)
	Technical Competencies required	Has the ability to perform /execute technical competencies on: 1.) Reprography and Printing and possesses basic technical competencies on: 2) Cartographic Enhancement								
	Job Description:	1. Operates printing equipment. 2. Performs maintenance of printing equipment. 3. Performs adjustments and pre-setting of dampener and ink rollers. 4. Checks blanket and plate cylinder clearances before printing a proof copy. 5. Checks samples of reproduced copies for approval of superior. 6. Distinguishes different types, classes, thickness of paper used in printing. 7. Perform other related tasks as may be deemed necessary to carry out the above mentioned activities.								
7	Two (2) Printing Machine Operator II	NAMRIAB-PMACO2-1-1998 / NAMRIAB-PMACO2-3-1998	SG 06	PHP 17,553.00	CSC Minimum Requirement	Highschool Graduate	None Required	None Required	Printing Machine Operator (MC 10 s. 2013)	Reprography and Printing Division (RPD)
	Technical Competencies required	Has the ability to perform /execute technical competencies on: 1.) Reprography and Printing and possesses basic technical competencies on: 2) Cartographic Enhancement								
	Job Description:	1. Assists in the analogue/ conventional reprographic operations. 2. Performs basic computer operations. 3. Assists in mass printing of maps. 4. Perform other related tasks as may be deemed necessary to carry out the above mentioned activities.								

8	One (1) Computer Programmer I	NAMRIAB- COMPRO1-2- 1998	SG 11	PHP 27,000.00	CSC Minimum Requirement	Bachelor's degree relevant to the job	None Required	None Required	CS Professional Second Level Eligibility	Geodesy Division (GD)
	Technical Competencies required	Has the ability to perform/execute technical competencies on: 1) Computer Program Development								
	Job Description:	1. Writes, debugs, tests, and modifies medium and difficult computer programs 2. Translates system design document into computer program without supervision. 3. Performs central file management, backup and revision control including management of files with common application-specific and interchange file formats. 4. Perform 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

- | | | | |
|--------------------------|-------|---|--|
| <input type="checkbox"/> | 1. | Application Letter (indicating the position being applied for and its corresponding item number) | |
| <input type="checkbox"/> | 2. | PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017); csc.gov.ph | |
| <input type="checkbox"/> | 3. | Work Experience Sheet (CSC Form No. 212)* (csc.gov.ph) | |
| <input type="checkbox"/> | 4. | Photocopies of two (2) recent Individual Performance Commitment and Review (IPCR) Form (for government employees) | |
| | 5. | Photocopies of the following: | |
| <input type="checkbox"/> | 5.1 | College/High school Diploma | <input type="checkbox"/> 5.2 Transcript of Records (TOR) |
| <input type="checkbox"/> | 5.3 | Valid Professional Regulation Commission (PRC) License* | <input type="checkbox"/> 5.4 CSC - Authenticated Career Service Eligibility* |
| <input type="checkbox"/> | 5.5 | Certificate/s of Previous Employment* | <input type="checkbox"/> 5.6 Service Record* |
| <input type="checkbox"/> | 5.7 | Certificates of Trainings Attended* | <input type="checkbox"/> 5.8 Certificate of Award/ Recognition conferred by recognized and prestigious awarding bodies * |
| <input type="checkbox"/> | 5.7.1 | Applicant's Qualification form (for Outsider) | |

* If applicable

HRMS (signature)



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