

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

- 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
- e.7) Certificate of Award/ Recognition conferred by NAMRIA and other recognized and prestigious awarding
- agencies (as needed);
- 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)

bodies.

- 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.
- 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

RECORDS MANAGEMENT

NEWSPA OTHER Manuel C

ROVED FOR PUBLICATION BULLETIN BOARD

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For queries, applicants may contact HRMS at 88105458

* SAPER COMPANY

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

ATTY. JESSIE M. RACIMO

Chief, Administrative Division

c. PETER N. TIANGCO, PhD, CESO I

Administrator

OVP-2023-004 (MGB)



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LIST OF VACANT POSITIONS as of JULY 2023

MAPPING AND GEODESY BRANCH (MGB) - (9) Vacant Position/

		MAP	PING A	ND GEOD	ESY BRANCH	(MGB) - (9) Vacant Po	osition/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) Administrative Assistant I (Secretary I)	NAMRIAB- ADAS1-11- 2004	SG 07	PHP 18,620.00	CSC Minimum Requirement	Completion of two (2) years studies in college	None Required	None Required	CS Sub- Professional First Level Eligibility	Office of the Director, Mapping and Geodesy Branch			
	Technical Competencies required	Has the abil	ity to perl	form/execute	the following tecl	hnical competer	ncies on: Clerical,	/Secretarial/E	xecutive Assist	ance Skills			
	Job Description:	 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 deatils in resolving issues, analyzes findings, prioritizes and categorizes alternatives. Discusses other concerns with superior. Implements record management processes for the executive/office. Perform other related tasks as may be deemed necessary to carry out the above mentiones activities. 											
2	One (1) Engineer IV NAMRIAB- ENG4-3- 1998 NAMRIAB- ENG4-3- 1998 SG 22 PHP 71,511.00 CSC Minimum Requirement Requirement Requirement												
	Technical Competencies required	Has the ability to perform/execute technical competencies on: 1) Photogrammetric Mapping 2) Cartographic Enhancement and possesses basic technical competencies on: 3) Geodetic Survey 4) Reprography and Printing											
	Job Description:	 Assists the division chief in the planning and execution of all photogrammetric works (Digital Line Mapping, Image processing and enhancement and modelling). Provides suitable training program for the advancement of subordinates. Plans and prepares daily workloads of his section and assignments and supervises production of orthophoto/image maps, mosaics and line maps. Leads in the formulation and conduct of research programs to improve work operation. Prepares flight design and other necessary documents prior to aerial photographic mission. Maintains the large scale topographic and database. Updates map design in accordance to international standards for topographic and thematic map. Guides and instructs lower level cartographers in the compilation and design of topographic and thematic maps. Reviews and enhances maps before submission to higher supervisors. Devises a new work procedures and methods for application in the unit. Provides suitable technical training program for the advancement of staffs. Perform other related tasks as may be deemed necessary to carry out the above mentioned activities. 											
	One (1) Engineer II	NAMRIAB- ENG2-8- 1998	SG 16	PHP 39,672.00	Bachelor's degree in Engineering relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	RA 1080	Photogrammetr Division				
	Technical Competencies required	Has the ability to perform/execute technical competencies on: 1) Photogrammetric Mapping 2) Cartographic Enhancement and possesses basic technical competencies on: 3) Geodetic Survey 4) Reprography and Printing											
3	Job Description:	1. Undertakes the production of orthophoto/image maps, georeferenced satellite images, differentially and conventionally rectified photo mosaics and managing of necessary computer programs. 2. Performs photo-indexing and assists in the evaluation and verification of the quality of aerospace imageries acquired, transferring of photo control and tie points from photo to diapositive film, mosaicking of photographs and georeferncing and classification of satellite imagery. 3. Executes aerial triangulation measurements. 4. Undertakes collection and recording of digital mapping projects. 5. Calibrates and maintains photogrammetric instrument assigned. 6. Designs cartographic symbols of geographic features for application on topographic and thematic maps. 7. Reviews individual work for validity and accuracy of the technical details involved. 8. Performs advance Computer Aided Design (CAD), GIS and cartographic/desktop publishing software operations. 9. Performs field verification and validation. 10. Performs cartographic enhancement of digital maps for publication. 11. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities.											

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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:	 Verifies and Converts Cl Prepares pl Prepares bi 	. Checks and evaluates digital data of Topographic maps and Nautical Charts. . Verifies and applies correction in color separation, tone, line values symbols of the color separation based on standards specification. . Converts CMYK color separation to spot color for quality printing of maps. . Prepares plotter's proof for Topographic maps final validation and approval purposes. . Prepares bi-monthly report. . Performs other related tasks as may be deemed necessary to carry out the abovementioned activities.											
	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)				
5	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:	 Performs d Performs n Applies reg Prepares p Checks san 	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.											
	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)				
6	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	competenc	ies on: 2)	Cartographic	te technical composite Enhancement		Reprography and	d Printing and	l possesses bas	sic technical				
	Job Description:	2. Performs	basic comp	uter operations	al reprographic opera s. be deemed necessar		e above mentioned	activities.						

	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	N one Required	CS Professional Second Level Eligibility	Geodesy Division (GD)		
8	Technical Competencies required	Has the ability to perform/execute technical competencies on: 1) Computer Program Development										
	Job Description:	 Writes, debugs, tests, and modifies medium and difficult computer programs Translates system design document into computer program without supervision. Performs central file management, backup and revision control including management of files with common application-specific and interchange file formats. Perform other related tasks as may be deemed necessary to carry out the above mentioned activities 										
*** NOTHING FOLLOWS ***												



APPLICATION CHECKLIST

MAMRIA-RSP-Form04 Rev02

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APPLICATION CHECKLIST

NAMRIA-RSP-Form04 Rev02

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Check	list sl	nall be submitted to H	RMS fo	r thei	ir verification	Checklist shall be submitted to HRMS for their verification						
	1.	Application Letter (indic for and its corresponding					1.	Application Letter (indicating the position being applied for and its corresponding item number)				
	2.	PERSONAL DATA SHEE 2017); csc.gov.ph	T (PDS)	(CS F	orm 212 Revised		2.	PERSONAL DATA SHEET (PDS) (CS Form 212 Revis 2017); csc.gov.ph				
	3.	Work Experience Sheet (csc.gov.ph)	(CSC Fo	orm No	o. 212)*		3.	Work Experience Sheet (CSC Form No. 212)* (csc.gov.ph)				
	4.	Photocopies of two (2) Commitment and Revie employees)	ndivid () Forn	ual Performance n (for government		4.	Photocopies of two (2) recent Individual Performance Commitment and Review (IPCR) Form (for government employees)					
	5.	Photocopies of the follo	wing:				5.	Photocopies of the follow	ving:			
	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)	1				5.7.1	Applicant's Qualification form (for Outsider)		*		
* If applicable								* If applicable				
			HRI	MS (signature)			,	HRMS (si	ignature)			