



# LIST OF VACANT POSITIONS as of (NOVEMBER 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 [hmsrecruitment@namria.gov.ph](mailto:hmsrecruitment@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](http://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:** DEC 04 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**

LOVP-2023-006 (GISMB)





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**LIST OF VACANT POSITIONS as of NOVEMBER 2023**  
**GEOSPATIAL INFORMATION SYSTEMS MANAGEMENT BRANCH (GISMB) - ( 1 ) Vacant Position/s**

| No.                            | POSITION                               | Unique Item No.  | Salary Grade | Basic Salary per Month | Requirement             | Education  | Relevant Experience   | Relevant Training   | Eligibility                              | Place of Assignment  |
|--------------------------------|--|--|--------------|------------------------|-------------------------|--|---|---|--|--|
|                                | <b>One (1) Director I</b>              | NAMRIAB-DIR1-6-1998  | SG 25        | PHP 102,690.00         | CSC Minimum Requirement | Master's Degree or Certificate in Leadership and Management from the CSC | Five (5) years of supervisory/ leadership management experience | One Hundred Twenty (120) hours of supervisory/ management learning and development intervention | CS Professional Second Level Eligibility | Office of the Assistant Director, Geospatial Information Systems Management Branch |
|                                | <b>Technical Competencies required</b> | <b>Has the ability to perform/execute Leadership Competency/Management on the following: 1) Building Collaborative, Inclusive Working Relationships 2) Managing Performance and Coaching for Results 3) Leading Change 4) Thinking Strategically and Creatively 5) Creating and Nurturing a High Performing Organization</b>   |              |                        |                         |  |   |   |  |  |
| <b>1</b>                       | <b>Job Description:</b>                | <ol style="list-style-type: none"> <li>1. Assists the Director of Geospatial Information Systems Management Branch in influencing, persuading and inspiring others to support the organization's vision, mission, values and goals;</li> <li>2. Assists in reinforcing change and communicates effectively a clear vision that generates excitement, enthusiasm and commitment to the organization mission.</li> <li>3. Assists in assuming a pivotal role in promoting the development of an inspiring, relevant vision for the organization and influences others to share ownership of office goals.</li> <li>4. Assists in making specific changes in the performance management system or in own work methods to improve performance (e.g. does something better, faster, at lower cost, more efficiently; improves, quality, customer satisfaction, morale, revenues);</li> <li>5. Assists in cultivating a learning environment by structuring interactive experiences and employing a range of development strategies;</li> <li>6. Assists in ensuring that work processes, procedures and resources provide for on-going growth;</li> <li>7. Assists in preparing of plans and programs and in the formulation or enhancement of policies; and</li> <li>8. Assists in developing and implementation of personnel programs/decisions to promote harmonious long-term relations between employees and management; and prevent possible administrative issues from worsening.</li> </ol> |              |                        |                         |  |   |   |  |  |
| <b>*** NOTHING FOLLOWS ***</b> |  |  |              |                        |                         |  |   |   |  |  |