

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 nandated 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
- 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.

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8. DEADLINE OF APPLICATION:

For queries, applicants may contact HRMS at 88105458

*Pursuant to CSC MC No. 07, s. 2014, Person with Disabilities (PWDs) are ROVED FOR PUBLICATION

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encouraged to apply.

ATTY. JESSIE M. RACIMO Chief, Administrative Division

R N. TIANGCO, PhD, CESO I

Administrator

OVP-2023-010 JO (RDAB & SSB)



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

		RESOURC	E DAT	A ANALYS	SIS BRANCH	- (2) Vaca	nt Posit	ion/s					
No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment				
	One (1) Project Development Assistant I	Not/Applicable		Php 14,931.00					Physiography and Coastal Resource Division (PCRD)				
1	Additional Competency required	Computer literate preferably MS Office (Excel, Word & Power Point).											
	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. 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 above mentioned activities.												
2	One (1) Project Development Officer III	lopment Not/Applicable			Bachelor's degree relevant to the job (preferrably Marine Biology)	Two (2) years of relevant experience	Eight (8) hours of relevant training	(Preferably) CS Prof / RA 1080	Physiography and Coastal Resource Division (PCRD)				
	Additional Competency required	1. At least one (1) year of relevant experience in the application of RS/GIS 2. At least eight (8) hours of relevant training in RS/GIS 3. Works on multiple thematic data in GIS application; 4. Can handle digital conversion of analog maps; 5. Knowledgeable in the processing of field reports (using ARCGIS, Autocad, and other related softwares); 6. Must have good communication, documentation, and preparation skills; 7. Must have experience in the development of a project that utilized Web Applications and Console Applications.											
	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. 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 above mentioned activities.											



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LIST OF VACANT POSITIONS as of JULY 2023 (JOB ORDER)
SUPPORT SERVICES BRANCH - (1) Vacant Position/s

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Relevant Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment		
•	One (1) Accounting Assistant II	Not/Applicable		Php 16,051.00	Bachelor's Degree in Commerce/ Business Administration major in Accounting	One (1) year of relevant experience	Four (4) hours of relevant training	None Required	Financial and Management Division (FMD)		
1	Additional Competency required	Knowledgeable in processing disbursement reports and other accounting workload									
	Job Description:	 Inputs liquidation report of cash advances and generates report for submission to the Management and the Commission on Audit; Assists in the maintenance of computer files of accounting reports and schedules; Performs other related tasks as may be deemed necessary to carry out the above mentioned activities. 									



APPLICATION CHECKLIST IAMRIA-RSP-Form04 Rev02

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APPLICATION CHECKLIST

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	1.	Application Letter (indicating the position being applie for and its corresponding item number)	d		1.	Application Letter (indicator for and its corresponding				
	2.	PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017); csc.gov.ph			2.	PERSONAL DATA SHEET 2017); csc.gov.ph	(PDS) (CS Fo	orm 212 Revised		
	3.	Work Experience Sheet (CSC Form No. 212)*			3.	Work Experience Sheet ((csc.gov.ph)	(CSC Form No	. 212)*		
	4.	(csc.gov.ph) Photocopies of two (2) recent Individual Performance Commitment and Review (IPCR) Form (for government employees)	it		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	ving:			
	5.1	College/High school 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 Frevious 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/ Recogn conferred by recognized and prestigious awarding bodie			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)				
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