



LIST OF VACANT POSITIONS as of OCTOBER 2024

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 hb.ncompsb@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

e.2) Certificate/s of Previous Employment;

e.4) Valid Professional License issued by PRC/SC/MARINA/ authorized regulatory agencies (as needed);

e.6) Service Record (for government employees); and

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.

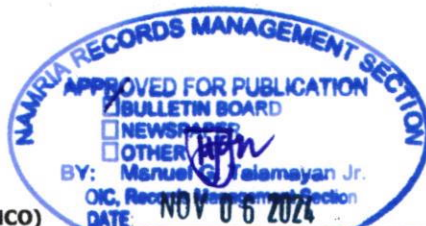
7. The submitted application documents (hard and electronic copies) shall be solely used for recruitment purposes and shall be **retained** for a period of **one (1) year**; afterwards, they shall be disposed of in accordance with applicable laws and office regulations.

8. **DEADLINE OF APPLICATION:** NOV 20 2024

For queries, applicants may contact HRMS at 88105458


ATTY. JESSIE M. RACIMO
Chief, Administrative Division


Usec. PETER N. TIANGCO, PhD, CESO I
Administrator



LOVP-2024-001 (HB NCO)



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HYDROGRAPHY BRANCH - 47 Vacant Positions

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
1	One (1) Seaman Third Class	NAMRIAB-SM3S-67-1998	N.A.	Php 29,668.00	CSC Minimum Requirement Competency-Based Qualification Standard	At least 72 completed units in college or a High School or Senior High School Graduate with relevant vocational course	None	None	None	Physical Oceanography Division - Oceanographic Survey Section
	Technical Competencies required	Applies basic computer skills in work using basic MS Office applications and basic knowledge in Geographic Information System (GIS) applications and other related software								
	Job Description:	Conducts physical oceanographic surveys, initial data processing, and related activities								
	Other	Must not be less than 21 nor more than 30 years old on the date of posting of the list of vacant positions								
2	One (1) Petty Officer Third Class	NAMRIAB-POF3GEA2-6-1998	N.A.	Php 31,484.00	CSC Minimum Requirement Competency-Based Qualification Standard	At least 72 completed units in college or a High School or Senior High School Graduate with relevant vocational course	5 years of relevant experience (3 years as NAMRIA Seaman First Class), with at least 6 months shipboard or survey assignment in the previous rank	Basic Training + 16 hours of relevant technical training + 12 hours of cross-cutting training + 8 hours of leadership training	None	Nautical Charting Division
	Technical Competencies required	HB2 – Nautical Cartography 1. Verifies source data information 2. Verifies chart contents and feature attributes 3. Verifies paper chart components (e.g. marginalia, notes, etc.) 4. Verifies chart symbology 5. Verifies manually corrected charts Additional competency: Intermediate Level in Geographic Information Systems (GIS)								
	Job Description:	Reviews and verifies nautical charts; Verifies the source data, and ensures that all inputs used in chart production, such as bathymetric, topographic, and navigational data, are accurate, up-to-date, and consistent; Validates feature attributes, chart components, and chart symbology, and ensures that all elements conform to International Hydrographic Organization (IHO) standards								