



LIST OF VACANT POSITIONS as of (AUGUST 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 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

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:** SEP 16 2024

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



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LIST OF VACANT POSITIONS as of AUGUST 2024

GEOSPATIAL INFORMATION SYSTEMS MANAGEMENT BRANCH (GISMB) - (9) Vacant Position/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) Information Systems Analyst II	NAMRIAB-INFOSA2-10-1998	SG 16	PHP 41,616.00	CSC Minimum Requirement	Bachelor's degree relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	CS Professional Second Level Eligibility	Geospatial Information Services Division (GISD)
	Technical Competencies required	Has the ability to perform/execute technical competencies on: 1) Client Service, 2) Geomatics Training Management, 3) Media Production, 4) Information, Education, and Communication (IEC) and Partnership Management, and 5) Archiving								
	Job Description:	1. Leads the provision of geospatial information products and services 2. Provides technical assistance to participants and assists the resource person in all aspects of the geomatics training 3. Conceptualizes, designs, and prepares publications, editorial and writing materials, media relations materials, and audio-visual media materials 4. Conducts coordination and preparation of pre-IEC campaign 5. Maintains archival collection and preservation 6. Performs other related tasks as may be deemed necessary to carry out the above-mentioned activities								
2	One (1) Media Production Specialist II	NAMRIAB-MPXS2-1-1998	SG 15	PHP 38,413.00	CSC Minimum Requirement	Bachelor's degree relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	CS Professional Second Level Eligibility	Geospatial Information Services Division (GISD)
	Technical Competencies required	Has the ability to perform/execute technical competencies on: 1) Media Production, 2) Information, Education, and Communication (IEC) and Partnership Management, 3) Client Service, 4) Geomatics Training Management, and 5) Archiving								
	Job Description:	1. Conceptualizes, designs, and prepares publications, editorial and writing materials, media relations materials, and audio-visual media materials 2. Conducts coordination and preparation of pre-IEC campaign 3. Leads the provision of geospatial information products and services 4. Provides technical assistance to participants and assists the resource person in all aspects of the geomatics training 5. Maintains archival collection and preservation 6. Performs other related tasks as may be deemed necessary to carry out the above-mentioned activities								
3	Two (2) Computer Programmer II	NAMRIAB-COMPRO2-1-1998; NAMRIAB-COMPRO2-2-1998	SG 15	PHP 38,413.00	CSC Minimum Requirement	Bachelor's degree relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	CS Professional Second Level Eligibility	Geospatial Systems Development Division (GSDD)
	Technical Competencies required	Has the ability to perform/execute technical competencies on: 1) Application Development and Maintenance, 2) Database Build-up and Integration, 3) System Research and Analysis, and possesses basic technical competency on: 1) System Design								
	Job Description:	1. Performs application development and maintenance 2. Verifies the build-up of spatial and/or operations - support database 3. Conducts the system research and analysis activities 4. Assists in the documentation of system design activities 5. Performs other related tasks as may be deemed necessary to carry out the above-mentioned activities								

4	One (1) Information Systems Analyst II	NAMRIAB-INFOSA2-4-1998	SG 16	PHP 41,616.00	CSC Minimum Requirement	Bachelor's degree relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	CS Professional Second Level Eligibility	Geospatial Database Management Division (GDMD)
	Technical Competencies required	Has the ability to perform/execute technical competencies on: 1) Database Build-up and Integration, 2) System Research and Analysis, 3) Application Development and Maintenance; and 4) System Design								
	Job Description:	<ol style="list-style-type: none"> 1. Leads in the development of enterprise databases, metadatabases, and data catalogues 2. Supervises the system research and analysis activities 3. Assists in the documentation of system design activities 4. Conducts the database design activities 5. Performs other related tasks as may be deemed necessary to carry out the above-mentioned activities 								
5	One (1) Administrative Aide VI (Clerk III)	NAMRIAB-ADA6-12-2014	SG 06	PHP 18,255.00	CSC Minimum Requirement	Completion of two (2) years studies in college	None Required	None Required	CS Sub-Professional First Level Eligibility	Geospatial Database Management Division (GDMD)
	Technical Competencies required	Has the ability to perform/execute technical competency on: 1) Clerical/Secretarial/Executive Assistance Skills and possesses basic technical competencies on: 1) Database Build-up and Integration, and 2) System Research and Analysis								
	Job Description:	<ol style="list-style-type: none"> 1. Coordinates with different units/offices and agencies programs and activities for specific end-users and purposes. 2. Drafts routine business correspondence for review of superior. 3. Assists in meetings and prepares minutes of the meeting. 4. Implements record management processes for the executive/office 5. Assists in the build-up of spatial and/or operations-support database 6. Performs other related tasks as may be deemed necessary to carry out the above-mentioned activities 								
6	Two (2) Engineer I	NAMRIAB-ENG1-2-1998; NAMRIAB-ENG1-1-1998	SG 12	PHP 30,705.00	CSC Minimum Requirement	Bachelor's degree in Engineering relevant to the job	None Required	None Required	RA 1080	Geospatial Information and Communications Technology Division (GICTD)
	Technical Competencies required	Has the ability to perform/execute technical competencies on: 1) Information and Communication Technology (ICT) Resource Management, 2) Database Build-up and Integration, 3) System Research Analysis, 4) System Design, and 5) Application Development and Maintenance								
	Job Description:	<ol style="list-style-type: none"> 1. Performs basic computer HW, SW, and NW configuration and maintenance with supervision 2. Assists in the build-up of spatial and/or operations-support database 3. Assist in the conduct of system research and analysis activities 4. Assists in the documentation of system design activities 5. Assists in the development of computer programs 6. Performs other related tasks as may be deemed necessary to carry out the above-mentioned activities 								
7	One (1) Information Systems Researcher II	NAMRIAB-INFOSR2-4-1998	SG 14	PHP 35,434.00	CSC Minimum Requirement	Bachelor's degree relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	CS Professional Second Level Eligibility	Geospatial Information and Communications Technology Division (GICTD)
	Technical Competencies required	Has the ability to perform/execute technical competencies on: 1) Information and Communication Technology (ICT) Resource Management, 2) System Research Analysis, and possesses basic technical competencies on: 1) Database Build-up and Integration, 2) System Design, and 3) Application Development and Maintenance.								
	Job Description:	<ol style="list-style-type: none"> 1. Monitors and maintains the condition of HW, SW, NW, and peripherals 2. Assists in the build-up of spatial and/or operations-support database 3. Conducts the system research and analysis activities 4. Assists in the documentation of system design activities 5. Assists in the development of computer programs 7. Performs other related tasks as may be deemed necessary to carry out the above-mentioned activities 								
*** NOTHING FOLLOWS ***										



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**LIST OF VACANT POSITIONS as of AUGUST 2024
HYDROGRAPHY BRANCH (HB) - (2) Vacant Position/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) Oceanographer III	NAMRIAB-03-1-1998	SG 18	PHP 49,015.00	CSC Minimum Requirement	Bachelor's degree relevant to the job	Two (2) years of relevant experience	Eight (8) hours relevant training	CS Professional Second Level Eligibility	Physical Oceanography Division (POD)
	Technical Competencies required	Has the ability to perform/execute technical competencies on: 1) Physical Oceanography								
	Job Description:	1. Prepares plans and programs for the enhancement of physical oceanographic activities. 2. Ensures the accuracy and reliability of processed and published data.. 3. Plans and initiates training programs for the development of the division. 4. Ensures that goals, plans and programs are aligned to the office strategic initiatives 5. Prepares project folder related to oceanographic field surveys. 6. Formulates oceanographic programs and policies. 7. Conducts quality control of hydrographic data from other sources. 8. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.								
2	One (1) Engineer II	NAMRIAB-ENG2-21-1998	SG 16	PHP 41,616.00	CSC Minimum Requirement	Bachelor's degree in Engineering relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	RA 1080	Nautical Charting Division (NCD)
	Technical Competencies required	Has the ability to perform/execute technical competencies on: 1) Nautical Cartography								
	Job Description:	1. Verify chart specifications. 2. Verify processed information. 3. Verify chart database. 4. Verify chart contents. 5. Verify chart topology. 6. Verify manually corrected charts. 7. Verify created ENC cell. 8. Verify converted files. 9. Verify vector charts. 10. Verify feature attributes. 11. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.								
*** NOTHING FOLLOWS ***										



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**LIST OF VACANT POSITIONS as of AUGUST 2024
MAPPING AND GEODESY BRANCH (MGB) - (7) Vacant Position/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) Engineer III	NAMRIAB-ENG3-20-1998	SG 19	PHP 53,873.00	CSC Minimum Requirement	Bachelor's degree in Engineering relevant to the job	Two (2) years of relevant experience	Eight (8) hours of relevant training	RA 1080	Photogrammetry Division (PD)
	Technical Competencies required	Has the ability to perform/execute technical competency on: 1) Topographic Mapping, and possesses basic technical competencies on: 1) Geodetic Reference Frame Development and Maintenance, and 2) Reprography and Printing								
	Job Description:	<ol style="list-style-type: none"> Plans and prepares workloads/assignments of unit/section. Monitors and evaluates project processes and outputs. Leads in the field verification, validation, and completion activities. Guides and instructs subordinates in the compilation of topographic and thematic maps. Develops and implements advanced mapping methodologies. Assist in the formulation of new standards and specifications for topographic mapping. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities. 								
2	One (1) Engineer I	NAMRIAB-ENG1-5-1998	SG 12	PHP 30,705.00	CSC Minimum Requirement	Bachelor's degree in Engineering relevant to the job	None Required	None Required	RA 1080	Photogrammetry Division (PD)
	Technical Competencies required	Has the ability to perform/execute technical competencies on: 1) Topographic Mapping, and 2) Reprography and Printing								
	Job Description:	<ol style="list-style-type: none"> Executes image processing for the generation of orthoimages. Operates various mapping software in feature extraction/geospatial databasing/cartographic enhancement to produce topographic and other thematic maps. Conducts field verification, validation, and completion activities. Perform other related tasks as may be deemed necessary to carry out the above mentioned activities. 								
3	Two (2) Engineering Assistant	NAMRIAB-ENGAS-7-2014; NAMRIAB-ENGAS-9-2014	SG 08	PHP 20,534.00	CSC Minimum Requirement	Completion of two (2) years studies in college	One (1) year of relevant experience	Four (4) hours of relevant training	CS Sub-Professional First Level Eligibility	Geodesy Division (GD)
	Technical Competencies required	Has the ability to perform/execute technical competency on: 1) Topographic Mapping, and possesses basic technical competencies on: 1) Geodetic Reference Frame Development and Maintenance 2) Reprography and Printing								
	Job Description:	<ol style="list-style-type: none"> Understanding of basic geodetic concepts and principles. Has knowledge in using surveying equipment. Familiar with basic geodetic data collection. Has basic knowledge in computer operation. Perform other related tasks as may be deemed necessary to carry out the above mentioned activities. 								

4	One (1) Printing Machine Operator III	NAMRIAB-PMACO3-1-1998	SG 09	PHP 22,219.00	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) Topographic Mapping, and 2) Reprography and Printing								
	Job Description:	<ol style="list-style-type: none"> 1. Prepare consumables for finishing mass printing of maps/nautical charts and other special publications. 2. Assists in mass printing of maps. 3. Implement basic preventive maintenance of printing equipment. 4. Perform other related tasks as may be deemed necessary to carry out the above mentioned activities. 								
5	One (1) Photographer II	NAMRIAB-PHOTO2-1-1998	SG 07	PHP 19,365.00	CSC Minimum Requirement	Highschool Graduate or Completion of relevant vocational/ trade course	None Required	None Required	Photographer (MC 10 s. 2013)	Reprography and Printing Division (RPD)
	Technical Competencies required	Has the ability to perform/execute technical competencies on: 1) Topographic Mapping, and 2) Reprography and Printing								
	Job Description:	<ol style="list-style-type: none"> 1. Performs basic computer operations used in reprography and printing. 2. Facilitate the preparation of printing plates for CTP 3. Prepare consumables for finishing mass printing of maps/nautical charts and other special publications 4. Implement basic preventive maintenance of printing equipment. 5. Perform other related tasks as may be deemed necessary to carry out the above mentioned activities 								
6	One (1) Administrative Aide VI (Clerk III)	NAMRIAB-ADA6-19-2-004	SG 06	PHP 18,255.00	CSC Minimum Requirement	Completion of two (2) years studies in college	None Required	None Required	CS Sub-Professional First Level Eligibility	Reprography and Printing Division (RPD)
	Technical Competencies required	Has the ability to perform/execute the following technical competency on: 1) Clerical/Secretarial/Executive Assistance Skills								
	Job Description:	<ol style="list-style-type: none"> 1. Coordinates with different units/offices and agencies programs and activities for specific end-users and purposes. 2. Drafts routine business correspondence for review of superior. 3. Assists in meetings and prepares minutes of the meeting. 4. Reviews, verifies and maintains information into databases. 5. Researches the details in resolving issues, analyzes findings, prioritizes and categorizes alternatives. 6. Discusses other concerns with superior. 7. Implements record management processes for the executive/office. 8. Perform other related tasks as may be deemed necessary to carry out the above mentioned activities. 								
*** NOTHING FOLLOWS ***										



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LIST OF VACANT POSITIONS as of AUGUST 2024
RESOURCE DATA ANALYSIS BRANCH (RDAB) - (4) Vacant Position/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 Aide VI (Clerk III)	NAMRIAB-ADA6-22-2004	SG 06	PHP 18,255.00	CSC Minimum Requirement	Completion of two (2) years studies in college	None Required	None Required	CS Sub-Professional First Level Eligibility	Geospatial Integration Division (GID)
	Technical Competencies required	Has the ability to perform/execute technical competency on: 1) Clerical/ Secretarial/ Executive Assistance Skills								
	Job Description:	<ol style="list-style-type: none"> 1. Drafts routine business correspondence for review of superior. 2. Assists in meetings and prepares minutes of the meeting. 3. Reviews, verifies and maintains information into databases. 4. Coordinates with different units/offices and agencies concerning programs and activities for specific end-users and purposes. 5. Researches the details in resolving issues, analyzes findings, prioritizes and analyzes findings, prioritizes and categorizes alternatives. 6. Discusses other concerns with superior 7. Implements record management processes for the executive/office. 8. Maintains records digital file/document received 9. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities. 								
2	One (1) Senior Remote Sensing Technologist	NAMRIAB-SRST-5-1998	SG 18	PHP 49,015.00	CSC Minimum Requirement	Bachelor's degree relevant to the job	Two (2) years of relevant experience	Eight (8) hours of relevant training	CS Professional Second Level Eligibility	Land Resource Data Analysis Division (LRDAD)
	Technical Competencies required	Has the ability to perform/execute the following technical competencies on: 1) Remote Sensing Skills, 2) Geospatial Data Integration, and possesses basic technical competency on: 1) Land Classification (LC) Survey Mapping								
	Job Description:	<ol style="list-style-type: none"> 1. Conducts gathering, pre-processing, and preliminary interpretation and analysis of remotely sensed data to prepare preliminary thematic maps. 2. Leads the conduct of field validation and consultation regarding the preliminary thematic map. 3. Performs accuracy assessment, quality checking, review, and enhancement of preliminary thematic maps. 4. Conducts basic research on new technology and techniques related to remote sensing and GIS applications. 5. Performs data archiving based on project requirements. 6. Prepares final map and reports and generates statistics. 7. Undertakes comprehensive research on new technology related to remote sensing applications. 8. Prepares project proposals related to GIS-supported project. 9. Prepares technical reports on GIS supported projects. 10. Performs other related tasks as may be deemed necessary to carry out the above-mentioned activities. 								
3	One (1) Senior Remote Sensing Technologist	NAMRIAB-SRST-11-1998	SG 18	PHP 49,015.00	CSC Minimum Requirement	Bachelor's degree relevant to the job	Two (2) years of relevant experience	Eight (8) hours of relevant training	CS Professional Second Level Eligibility	Land Classification Division (LCD)
	Technical Competencies required	Has the ability to perform/execute the following technical competencies on: 1) Geospatial Data Integration, 2) Land Classification (LC) Survey Mapping, and possesses basic technical competency on: 1) Remote Sensing Skills								
	Job Description:	<ol style="list-style-type: none"> 1. Monitors the implementation of LC project activities. 2. Review and evaluate the accuracy of all LC project outputs. 3. Recommends the endorsement of the LC project report. 4. Evaluate existing procedures on LC survey and mapping and propose enhancements. 5. Develop project proposals based on the results of research related to LC surveying and mapping. 6. Serves as representative to LC-related meetings/workshops. 7. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities 								

4	One (1) Engineer III	NAMRIAB-ENG3-2-1998	SG 19	PHP 53,873.00	CSC Minimum Requirement	Bachelor's degree in Engineering relevant to the job	Two (2) years of relevant experience	Eight (8) hours of relevant training	RA 1080	Land Classification Division (LCD)
	Technical Competencies required	Has the ability to perform/execute the following technical competencies on: 1) Geospatial Data Integration, 2) Land Classification (LC) Survey Mapping, and possesses basic technical competency on: 1) Remote Sensing Skills								
	Job Description:	<ol style="list-style-type: none"> 1. Monitors the implementation of LC project activities. 2. Review and evaluate the accuracy of all LC project outputs. 3. Recommends the endorsement of the LC project report. 4. Evaluate existing procedures on LC survey and mapping and propose enhancements. 5. Develop project proposals based on the results of research related to LC surveying and mapping. 6. Serves as representative to LC-related meetings/workshops. 7. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities 								
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**LIST OF VACANT POSITIONS as of AUGUST 2024
SUPPORT SERVICES BRANCH (SSB) - (6) Vacant Position/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 Officer I (Records Officer I)	NAMRIAB-ADOF1-17-2004	SG 10	PHP 24,381.00	CSC Minimum Requirement	Bachelor's degree relevant to the job	None Required	None Required	CS Professional Second Level Eligibility	Records Management Section, Administrative Division (RMS, AD)
	Technical Competencies required	Has the ability to perform/execute technical competency on: 1) Records Management, and possesses basic technical competencies on: 1) Clerical/Secretarial/Executive Assistance Skills, and 2) Procurement Management								
	Job Description:	<ol style="list-style-type: none"> 1. Applies Documented Information Management processes in accordance with Republic Act 9470, 5S and ISO Quality Management System in the filing and keeping of records and documents for easy reference or retrieval 2. Maintains the record schedule of retention and disposal of each branch/division by taking into consideration the flow of work and places materials/equipment based on frequency of record use 3. Maintains record of compliance of each branch/division in the Record Plan for the retention/disposal of records 4. Maintains an electronic file of records/documents received 5. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities. 								
2	One (1) Administrative Aide VI (Clerk III)	NAMRIAB-ADA6-6-2004	SG 06	PHP 18,255.00	CSC Minimum Requirement	Completion of two (2) years studies in college	None Required	None Required	CS Sub-Professional First Level Eligibility	Human Resource Development Section, Administrative Division (HRDS, AD)
	Technical Competencies required	Has the ability to perform/execute technical competency on: 1) Clerical/Secretarial/Executive Assistance Skills, and possesses basic technical competencies on: 1) Learning and Development, 2) Recruitment, Selection and Placement, 3) Rewards and Recognition, 4) Performance Management, 5) Competency Needs Assessment, 6) Learning and Development Management and Administration, 7) Learning and Development Monitoring and Evaluation, and 8) Records Management								
	Job Description:	<ol style="list-style-type: none"> 1. Coordinates Human Resource Management and Development (HRMD) programs and activities with different units/offices and agencies for specific end-uses and purposes 2. Encodes office correspondence for the review of immediate supervisor 3. Assists in meetings and in the preparation of minutes of meeting 4. Reviews, verifies and maintains HRMD information databases 5. Researches the details in resolving issues, analyzes findings, prioritizes and categorizes alternatives, and discusses other concerns with superior 6. Implements record management processes for the HRMD per ISO standards for faster retrieval of files 7. Arranges all learning logistics (venue, training materials, etc.) 8. Documents the learning activity 9. Assists in the facilitation of the learning activity 10. Gathers data pertinent to career pathing 11. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities. 								
3	One (1) Administrative Aide VI (Storekeeper II)	NAMRIAB-ADA6-9-2004	SG 06	PHP 18,255.00	CSC Minimum Requirement	Completion of two (2) years studies in college	None Required	None Required	CS Sub-Professional First Level Eligibility	Property and Supply Management Section, Administrative Division (PSMS, AD)
	Technical Competencies required	Has the ability to perform/execute technical competency on: 1) Clerical/Secretarial/Executive Assistance Skills, and possesses basic technical competencies on: 1) Procurement Management, 2) Inventory of Property Management and Disposal, and 3) Records Management								
	Job Description:	<ol style="list-style-type: none"> 1. Prepares an inventory variance analysis to ensure check and balance from actual inventory and reviews inventory status regularly to determine replenishment needs by maintaining accurate accountability for all stock keeping units 2. Maintains and updates inventory of stocks by putting property tags on equipment, recording and monitoring stock deployment for property accountability; periodically checking for defects to maintain their good working condition or requesting replacements for defective units; and updating and maintaining a database of all accountable properties 3. Utilizes storage reports and implements improvements to eliminate variances and maximize storage facilities, inspects condition of stocks and fixtures and classifies and arranges stocks in the warehouse, and keeps them in good storing condition to prevent pilferage and damage them 4. Conducts property disposal by computing cost of depreciation of property and processing documents necessary for the disposal of properties and recommends the disposal of unserviceable equipment to effectively monitor stock movement 5. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities. 								

4	One (1) Administrative Assistant III (Mechanic III)	NAMRIAB-ADAS3-8-2004	SG 09	PHP 22,219.00	CSC Minimum Requirement	Highschool Graduate or Completion of relevant vocational/ trade course	One (1) year of relevant experience	Four (4) hours of relevant training	Mechanic (Automotive Servicing) (MC 10 s. 2013)	Transport Management Section, Engineering Services Division (TMS, ESD)
	Technical Competencies required	Has the ability to perform/execute technical competencies on: 1) Transport Repairs and Maintenance Services 2) Emergency Preparedness and Disaster Management								
	Job Description:	<ol style="list-style-type: none"> 1. Performs both mechanical and electrical repairs and maintenance work of motor vehicles, engines, suspension, chassis, and electrical system to ensure that the agency's motor vehicles are in good running condition at all times. 2. Suggests steps for further improvement of the work bay. 3. Prevents wasteful use of parts and supplies. 4. Determine and note repair work needed and prepare purchase request for parts/materials needed. 5. Uses computer and related software applications in creating reports and other relevant documents needed by the office. 6. Ensure efficient management, inventory and archiving of NAMRIA's records and equipment/tools/materials. 7. Conducts periodic inspections to determine and to assess hazards and risks within the NAMRIA Transport Management Section Workshop. 8. Conducts other activities relating to Emergency Preparedness and Disaster Management. 9. Performs other related tasks as may be deemed necessary. 								
5	One (1) Administrative Aide VI (Air-Conditioning Technician I)	NAMRIAB-ADA6-14-2004	SG 06	PHP 18,255.00	CSC Minimum Requirement	Highschool Graduate or Completion of relevant vocational/ trade course	None Required	None Required	Air-Conditioning Technician/ Refrigeration Technician (MC 10 s. 2013)	Facilities and Maintenance Section, Engineering Services Division (FMS, ESD)
	Technical Competencies required	Has the ability to perform/execute technical competencies on: 1) Building Maintenance 2) Emergency Preparedness and Disaster Management								
	Job Description:	<ol style="list-style-type: none"> 1. Performs the operation maintenance and minor repair of refrigeration and air-conditioning (RAC) equipment and other simple RAC works to ensure that cooling equipment are in good working condition. 2. Inspects RAC equipment, facilities to determine and note repair work needed and prepare purchase request for parts/materials needed. 3. Uses computer and related software applications in creating reports and other relevant documents needed by the office. 4. Ensure efficient management, inventory and archiving of NAMRIA's records and equipment/tools/materials. 5. Conducts periodic inspections to determine and to assess hazards, risks within NAMRIA. 6. Conducts other activities relating to Emergency Preparedness and Disaster Management. 7. Performs other related tasks as may be deemed necessary. 								
6	One (1) Administrative Aide V (Pipefitter II)	NAMRIAB-ADA5-21-2014	SG 05	PHP 17,205.00	CSC Minimum Requirement	Elementary School Graduate	One (1) year of relevant experience	Four (4) hours of relevant training	Pipefitter (MC 10 s. 2013)	Facilities and Maintenance Section, Engineering Services Division (FMS, ESD)
	Technical Competencies required	Has the ability to perform/execute technical competencies on: 1) Building Maintenance 2) Emergency Preparedness and Disaster Management								
	Job Description:	<ol style="list-style-type: none"> 1. Performs in the maintenance and minor repair of plumbing works to ensure that the system is in good condition. 2. Inspects equipment, facilities to determine and note repair work needed and prepare purchase request for parts/materials needed. 3. Uses computer and related software applications in creating reports and other relevant documents needed by the office. 4. Ensure efficient management, inventory, and archiving of NAMRIA's records and equipment/tools/materials. 5. Conducts periodic inspections to determine and to assess hazards, risks within NAMRIA. 6. Conducts other activities relating to Emergency Preparedness and Disaster Management. 7. Performs other related tasks as may be deemed necessary. 								
*** NOTHING FOLLOWS ***										