

LIST OF VACANT POSITIONS as of (SEPTEMBER 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.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.

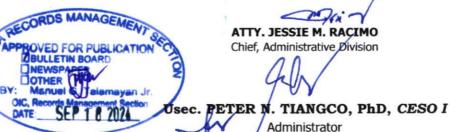
6. The Scanned documentary requirements submitted shall only be used for the position applied for. A maximum of three (3) positions can be applied by the applicants.

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:

For queries, applicants may contact HRMS at 88105458

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





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LIST OF VACANT POSITIONS as of SEPTEMBER 2024 GEOSPATIAL INFORMATION SYSTEMS MANAGEMENT BRANCH (GISMB) - (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) Information Officer IV | NAMRIAB- INFO4-2-1 998 | SG 22 | РНР 74,836.00 | CSC Minimum Requirement | Bachelor's degree relevant to the job | Three (3) years of relevant experience | Sixteen (16) 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: | Formulates plans and policies for packaging, exchange, and provision of geospatial information products and services. Monitors the operation of the NAMRIA Geomatics Training Center. Monitors and approves NAMRIA's media production projects and activities. Formulates IEC and partnership plans and policies and approves IEC campaigns. Plans and monitors the operation of the archival system/project and activities. Performs other related tasks as may be deemed necessary to carry out the above-mentioned activities. | | | | | | | | | | |
| 2 | One (1) Data Controller II | NAMRIAB- DCTL2-15- 2014 | SG 08 | PHP 20,534.00 | CSC Minimum Requirement | Completion of two (2) years studies in college or High School Graduate with relevant vocational/ trade course | One (1) year of relevant experience | Four (4) hours of relevant training | CS Sub-Professional First Level Eligibility/Data Encoder | Geospatial Database Management Division (GDMD) | | |
| | Technical Competencies required | Has the ability to perform/execute technical competencies on Database Build-up and Integration and possesses basic technical competency on System Research and Analysis | | | | | | | | | | |
| | Job Description: | Verifies the build-up of spatial and/or operations - support databases. Assist in the conduct of system research and analysis activities. Performs other related tasks as may be deemed necessary to carry out the above-mentioned activities. | | | | | | | | | | |
| | | | | | *** NOTHIN | IG FOLLOWS | *** | | | | | |