



LIST OF VACANT POSITIONS as of (JANUARY 2025)

NAMRIA-RSP-Form03 Ver3 Rev00

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 (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: 14 FEB 2025

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 JANUARY 2025
(CONTRACT OF SERVICE)**

RESOURCE DATA ANALYSIS BRANCH - (6) Vacant Position/s

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment		
1	Three (3) Project Development Officer I	Not Applicable	Not Applicable	Php 24,495.00	Bachelor's degree relevant to the job (preferably Forestry, Computer Science, I.T. Engineering, and other related courses)	None Required	None Required	(Preferably) CS Prof / RA 1080	Land Classification Division (LCD)		
										Additional Competency required	1. Computer Literate/Preferably proficient in MS Office (Excel, Word, & Powerpoint)
										Job Description:	<ol style="list-style-type: none"> 1. Conducts inventory and scanning of LC cases documents and LC project status card index; 2. Assists in digital conversion and compilation of the collected spatial and non-spatial data of the project; 3. Assists in the conduct of field validation survey; 4. Assists in the preparation of reports and other related documents; 5. Reviews, verifies and maintains information into databases; 6. Assists in the data preparation related to client request; and 7. Performs other related tasks as may be deemed necessary to carry out the above-mentioned activities.
2	Two (2) Project Development Assistant I	Not/Applicable		Php 17,505.00	Bachelor's degree relevant to the job (preferably Forestry, Computer Science, I.T. Engineering, and other related courses)	None Required	None Required	(Preferably) CS Sub Prof	Land Classification Division (LCD)		
										Additional Competency required	1. Computer Literate/Preferably proficient in MS Office (Excel, Word, & Powerpoint)
										Job Description:	<ol style="list-style-type: none"> 1. Assists in LC document processing; 2. Assists and prepares notice and minutes of meeting; 3. Assists in the data preparation related to client request; 4. Implements record management processes for the executive/office; 5. Assists in digital conversion and compilation of the collected spatial and non-spatial data of the project; 6. Assist in the preparation of project reports and other related documents; and 7. Performs other related tasks as may be deemed necessary to carry out the above-mentioned activities.

One (1) Driver I	Not/Applicable	Php 16,458.00	Completion of relevant vocational course	One (1) year of relevant experience	None Required	Driver's License (MC 10, s.2013-Cat IV)	Land Classification Division (LCD)
3 Additional Competency required	1. High school diploma or equivalent (preferred) 2. Possession of a valid driver's license relevant to the type of vehicle 3. Familiar with traffic rules, road safety regulations, and defensive driving techniques; 4. Good vision and hearing, with no medical conditions that may impair driving ability; 5. Punctual, reliable, and responsible 6. Willingness to work flexible hours						
Job Description:	1. Transport NAMRIA's personnel, and visitors, equipment and supplies; 2. Drive and transport top management officials as assigned; 3. Conduct basic troubleshooting and repairs of NAMRIA's vehicles; 4. Prepares and submits to the supervisor completed reports, including daily checklist (BOWL BAG), preventive/corrective maintenance request form, client request feedback forms, and accident reports; 5. Clean and wash assigned vehicles regularly; 6. Secure and maintain tools and equipment stored in assigned vehicles; 7. Ensure the roadworthiness of the assigned vehicle; 8. Performs other tasks from time to time.						
***NOTHING FOLLOWS ***							