



LIST OF VACANT POSITIONS as of MARCH 2025

NAMRIA-RSP-Form03 Ver3 Rev01

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**:

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| 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.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: 04 APR 2025

For queries, applicants may contact HRMS at 88105458

Equal opportunity: As the NAMRIA practices the Equal Employment Opportunity Principle (EEO), qualified and interested persons with disabilities (PWD), members of Indigenous communities and of any sexual orientation and gender identity are highly 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 MARCH 2025
(CONTRACT OF SERVICE)**

HYDROGRAPHY BRANCH - (16) Vacant Positions

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
1	Two (2) Project Development Assistant II	Not Applicable	Not Applicable	PHP 18,784.00	Bachelor's degree relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	(Preferably) CS SubProf. Eligibility	General Services Unit, Survey Support Division
	Additional Competency required	1. Computer Literate							
	Job Description:	1. Accurate and timely processing of all vehicle related documentation, ensuring compliance with regulatory requirements and supporting efficient operational workflows. 2. Liaises with other agencies, automotive parts distributors, branches, clients to resolve documentation issues. 3. Monitors and maintain Government Energy Management Program (GEMP) System for fuel consumption efficiency in compliance with and RA 11285 (Energy Efficiency and Conservation Act). 4. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.							
2	One (1) Project Development Assistant II	Not Applicable	Not Applicable	PHP 18,784.00	Bachelor's degree relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	(Preferably) CS SubProf. Eligibility	Transport Management Unit, Survey Support Division
	Additional Competency required	1. Computer Literate							
	Job Description:	1. Accurate and timely processing of all vehicle related documentation, ensuring compliance with regulatory requirements and supporting efficient operational workflows. 2. Liaises with other agencies, automotive parts distributors, branches, clients to resolve documentation issues. 3. Monitors and maintain Government Energy Management Program (GEMP) System for fuel consumption efficiency in compliance with and RA 11285 (Energy Efficiency and Conservation Act). 4. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.							
3	One (1) Utility Worker II	Not Applicable	Not Applicable	PHP 16,923.75	High School Graduate	One (1) year of relevant experience	None Required	None Required	General Services Unit, Survey Support Division
	Job Description:	1. In charge in the general cleanliness of the office and its vicinity. 2. Collects and sorts garbage in accordance with the Solid Management Program of NAMRIA. 3. Performs other tasks as maybe assigned from time to time by the Superiors.							
4	One (1) Data Processor III	Not Applicable	Not Applicable	PHP 16,458.00	Completion of two years studies in college relevant to the function	Two (2) years of relevant experience	Eight (8) hours of relevant training	(Preferably) CS SubProf. Eligibility	Transport Management Unit, Survey Support Division
	Additional Competency required	1. Computer Literate							
	Job Description:	1. To aid in the dispatching of NAMRIA Vehicles using Namria Vehicle Management System (NVMS). 2. Responsible for coordinating vehicle schedules, managing dispatch logs, and communicating with drivers. 3. To assist in the data monitoring and encoding of Transport Management Section. 4. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.							

5	One (1) Electrician	Not Applicable	Not Applicable	PHP 16,458.00	High School Graduate or completion of relevant vocational/trade course	One (1) year of relevant experience	None Required	None Required	General Services Unit, Survey Support Division
	Job Description:	<ol style="list-style-type: none"> 1. Assists in the electrical works of buildings and facilities. 2. Repairs, replaces and installs electrical accessories. 3. Performs other tasks that may be assigned by the engineer from time to time. 							
6	One (1) Aircon Technician	Not Applicable	Not Applicable	PHP 16,458.00	High School Graduate or completion of relevant vocational/trade course	One (1) year of relevant experience	None Required	None Required	General Services Unit, Survey Support Division
	Job Description:	<ol style="list-style-type: none"> 1. Assists in 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 at all times; 2. Inspects RAC equipment, facilities to determine and note repair work needed; 3. Performs other tasks that may be assigned by the engineer from time to time. 							
7	One (1) Carpenter	Not Applicable	Not Applicable	PHP 16,458.00	High School Graduate or completion of relevant vocational/trade course	One (1) year of relevant experience	None Required	None Required	General Services Unit, Survey Support Division
	Job Description:	<ol style="list-style-type: none"> 1. Assists in Carpentry works for Preventive & Corrective Maintenance of Buildings and Facilities. 2. Performs repairs, varnishing, masonry, concrete and Tile works. 3. Trimming of grass lawns. 4. Uprooting of unnecessary trees and wild shrubs. 5. Other tasks that may be assigned from time to time. 							
8	One (1) Plumber	Not Applicable	Not Applicable	PHP 16,458.00	High School Graduate or completion of relevant vocational/trade course	One (1) year of relevant experience	None Required	None Required	General Services Unit, Survey Support Division
	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. 2. Install, repair, and maintain pipes, valves, fittings, drainage systems and fixtures. 3. Respond to, diagnose and resolve plumbing emergencies. 							
9	Two (2) Mechanic	Not Applicable	Not Applicable	PHP 16,458.00	High School Graduate or completion of relevant vocational/trade course	One (1) year of relevant experience	None Required	None Required	Transport Management Unit, Survey Support Division
	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. Keeps records of equipment, tools, supplies and materials in the shop and reports losses of parts, materials and supplies to superiors. 5. Conducts periodic inspections to determine and to assess hazards and risks within the NAMRIA Transport Management Section Workshop. 6. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities. 							
10	Five (5) Driver I	Not Applicable	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)	Transport Management Unit, Survey Support Division
	Additional Competency required	<ol style="list-style-type: none"> 1. Familiar with traffic rules, road safety regulations, and defensive driving techniques. 2. Good vision and hearing, with no medical conditions that may impair driving ability. 3. Punctual, reliable, and responsible. 4. Willingness to work flexible hours. 							
	Job Description:	<ol style="list-style-type: none"> 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 ***