



# LIST OF VACANT POSITIONS as of (JANUARY 2026)

NAMRIA-RSP-Form03 Ver3 Rev04

**Map your future with us!**

The National Mapping and Resource Information Authority (NAMRIA), an attached agency of the Department of Environment and Natural Resources (DENR), is mandated to serve as the government's Central Mapping and Resource Information Agency. Our vision is to become a center of excellence, building an inclusive and geospatially empowered Philippines.

## APPLICATION GENERAL GUIDELINES

1. Interested and qualified applicants are invited to access the link/QR code:



<https://tinyurl.com/NAMRIAJobOpportunities>

Applicants must attach the following documents:

a. Application letter addressed to:

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

- b. Fully accomplished **Personal Data Sheet (PDS)** (CS Form No. 212, Revised 2025), duly **sworn or notarized** with recent passport-sized or unfiltered digital picture; wet/digitally/electronically signed;
- c. Duly accomplished and signed **Work Experience Sheet (WES)** (Attachment to CS Form No. 212);
- d. Electronic copy of the duly approved **Performance rating in the last rating period** (if applicable);
- e. Electronic copy of **proof of eligibility/rating/license** (if applicable);
- f. Electronic copy of **Form 137 / Transcript of Records**;
- g. Electronic copy of **Certificates of training attended** (if applicable);
- h. Electronic copy of **Certificates of previous/current employment** (if applicable);
- i. Electronic copy of **Service Record** (for government employees);
- j. Electronic copy of **Certificate of Award/Recognition conferred by NAMRIA and other recognized and prestigious awarding bodies** (if applicable); and
- k. External applicants shall download and accomplish the **Applicant's Qualification form** (<http://www.namria.gov.ph/downloads/hr/applicantqualificationform.xlsx>) and attach it in excel format.

2. A maximum of **three (3) positions** can be applied by the applicants.

3. The submitted application documents 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.

4. DEADLINE OF APPLICATION: 09 FEB 2026

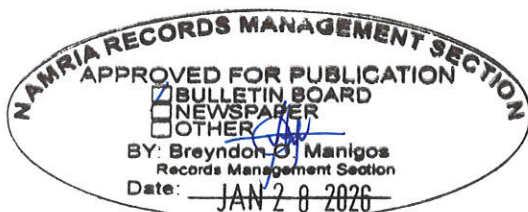
### APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

*In adherence to its commitment to ethical governance, NAMRIA upholds the data privacy rights of its data subjects and ensures that all personal information collected is processed in accordance with the principles of transparency, legitimate purpose, and proportionality. Accordingly, all personal data gathered shall be safeguarded in compliance with **Republic Act No. 10173**, otherwise known as the **Data Privacy Act of 2012**, including its Implementing Rules and Regulations.*

*Furthermore, the Office affirms its commitment to the principle of **equal employment opportunity**. No applicant shall be discriminated against on the basis of age, sex, sexual orientation, gender identity, civil status, disability, religion, ethnic background, or political affiliation in the selection and appointment process.*

*The **nine (9)-month validity period of publication** shall be extended for the same period of suspension of onsite work in times of state of natural and human-induced calamities, disasters, pandemic, and other similar occurrences as declared by proper authorities where there is limited mobility and/or onsite work.*

For inquiries, applicants may contact the HRMS through [hrmsrecruitment@namria.gov.ph](mailto:hrmsrecruitment@namria.gov.ph) or at **(02) 8810-5458 / 0918-925-7034**.



**ZENaida A. LEaño**  
OIC, Administrative Division

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



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**LIST OF VACANT POSITIONS as of JANUARY 2026  
SUPPORT SERVICES BRANCH (SSB) - ( 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
	<b>One (1) Chief Administrative Officer (Financial and Management Officer II)</b>	NAMRIAB-CA DOF-4-2004	SG 24	PHP 102,603.00	CSC Minimum Requirement	Master's Degree or Certificate in Leadership and Management from the CSC	Four (4) years of supervisory/ leadership management experience	Forty (40) hours of supervisory/ management learning and development intervention	CS Professional Second Level Eligibility	Financial and Management Division (FMD)
<i>Additional points will be given beyond the minimum requirement</i>										
	<b>Competencies required</b>	<b>Technical Competencies: (Preferably Certified Public Accountant RA 1080)</b> 1. Government Accounting 2. Budget Preparation and Formulation 3. Budget Execution and Monitoring 4. Audit Planning and Execution 5. Audit Reporting and Monitoring 6. Inventory of Property Management and Disposal			<b>Universal Competencies:</b> 1. Professionalism 2. Transparency and Accountability 3. Innovativeness 4. Efficiency 5. Collaborativeness			<b>Leadership Competencies:</b> 1. Building Collaborative and Inclusive Working Relationships 2. Managing Performance and Coaching for Results 3. Leading Change 4. Thinking Strategically and Creatively 5. Creating and Nurturing a High Performing Organization		
1	<b>Job Description:</b>	1. Initiates innovative changes to streamline accounting practices and improve efficiency. 2. Cultivates a culture of ongoing improvement in document processing and budget execution & reporting, and collaboration within the team. 3. Evaluate emerging technologies for enhancing operations and strategic goals. 4. Demonstrates deep expertise in accounting principles, mentoring junior staff. 5. Acts as a trusted resource for resolving complex accounting issues. 6. Advances strategic initiatives for financial sustainability and positive change. 7. Allocates resources effectively to support growth and risk mitigation. 8. Builds trust and collaboration among stakeholders, fostering transparency. 9. Presents comprehensive budget proposals that integrate financial analysis, strategic insights, and recommendations, demonstrating superior expertise and leadership in budget preparation and formulation. 10. Serves as a key strategist and decision-maker in budget preparation and formulation processes. 11. Coordinate cross-functional teams in developing integrated budget plans that support organizational goals. 12. Evaluates the financial impact of proposed initiatives and recommends strategic interventions. 13. Presents budget proposals to management and governing bodies, articulating rationale and addressing questions or concerns. 14. Leads innovative approaches in budget execution reporting. 15. Offers strategic insights based on thorough analysis, guiding decision-making processes. 16. Represents organization in high-level discussions, advocating for organizational interests and addressing concerns effectively. 17. Provides leadership in document processing, ensuring adherence to regulatory requirements and organizational policies. 18. Coordinate innovation in audit approaches, driving continuous improvement. 19. Applies advanced analytical techniques to identify complex audit issues. 20. Manages relationships with stakeholders, influencing decisions. 21. Demonstrates exceptional leadership during audit fieldwork. 22. Pursues ongoing professional development in audit practices. 23. Communicate strategic audit insights for decision-making and risk management. 24. Creates innovative approaches for presenting audit findings. 25. Drives accountability and best practices in audit follow-up. 26. Ensures alignment with strategic objectives and fosters collaboration. 27. Inspires trust in audit findings through exceptional communication. 28. Handles sensitive communication with professionalism, influencing direction. 29. Reviews and develops existing storage procedures to eliminate variances. 30. Formulates policies and procedures on property and inventory management. 31. Recommends new programs on asset management systems e.g. use of software, etc. 32. Joins the Disposal and Appraisal Committee as one of the members.								

	<b>One (1) Planning Officer III</b>	NAMRIAB-PLO3-1-1998	SG 18	PHP 53,818.00	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	Policy and Planning Division (PPD)
<b>Additional points will be given beyond the minimum requirement</b>										
	<b>Competencies Required</b>	<b>Technical Competencies:</b> 1. Planning and Programming 2. Monitoring and Evaluation (M&E) 3. Policy Formulation 4. Performance Management (PM)	<b>Crosscutting Competencies:</b> 1. Oral Communication Skills 2. Writing Skills 3. Computer Skills	<b>Universal Competencies</b> 1. Professionalism 2. Transparency and Accountability 3. Innovativeness 4. Efficiency 5. Collaborativeness	<b>Leadership Competencies:</b> 1. Building Collaborative and Inclusive Working Relationships 2. Managing Performance and Coaching for Results 3. Leading Change 4. Thinking Strategically and Creatively 5. Creating and Nurturing a High Performing Organization					
2	<b>Job Description</b>	<ol style="list-style-type: none"> <li>1. Reviews and edits draft planning guidelines</li> <li>2. Uses planning tools in identifying and prioritizing Programs, Activities, and Projects (PAP)</li> <li>3. Reviews and edits budget proposals, justifications, and presentations</li> <li>4. Reviews and edits the consolidated Work and Financial Plan</li> <li>5. Reviews, analyzes, and updates the agency's strategic plans consistent with the procedures and standards defined in the NAMRIA Strategic Planning Manual and other relevant guidelines from oversight agencies</li> <li>6. Reviews key performance indicators and project proposals</li> <li>7. Formulates quality plans</li> <li>8. Identifies project risks and provides recommendations</li> <li>9. Defines and implements agency performance measures</li> <li>10. Reviews and edits reports on the implementation of the agency programs and projects vis-à-vis financial reports of operations</li> <li>11. Assesses project implementation based on accomplishment reports, field inspections, and discussions with the implementing unit</li> <li>12. Investigates the cause of gaps or discrepancies against programmed results/schedules and recommends actions to narrow the gaps</li> <li>13. Reviews the agency performance reports and the accomplishment reports of operating units and makes recommendations for effective PAP implementation</li> <li>14. Formulates priority policies in accordance with the agency's mandate and core functions</li> <li>15. Prepares policy analysis and reports of new policy proposals and issuances</li> <li>16. Reviews and edits policy reports</li> <li>17. Evaluates and interprets policy directives and formulates recommendations for implementation and compliance</li> <li>18. Reviews and edits M&amp;E Report of Policy Implementation</li> <li>19. Prepares Complete Staff Work of policy proposals</li> <li>20. Conducts information awareness on the agency's Strategic Performance Management System</li> <li>21. Assesses the level of performance of offices/employees (Delivery Unit/Individual Performance Ratings) and prepares organization-wide reports</li> <li>22. Consolidates, evaluates, and analyzes issues/concerns of offices/employees with respect to targets and accomplishments</li> <li>23. Conducts performance-related studies (e.g., profile of top and performers)</li> <li>24. Conducts survey, focus group discussion, research, policy studies, and benchmarking studies on PM</li> <li>25. Develops policies or enhances procedures on PM</li> </ol>								
	<b>One (1) Planning Assistant</b>	NAMRIAB-PLA-1-1998	SG 08	PHP 22,423.00	CSC Minimum Requirement	Completion of 2 years of college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)	One (1) year of relevant experience	Four (4) hours of relevant training	CS Sub-Professional First Level Eligibility	Policy and Planning Division (PPD)
<b>Additional points will be given beyond the minimum requirement</b>										
	<b>Competencies Required</b>	<b>Technical Competencies:</b> 1. Planning and Programming 2. Monitoring and Evaluation (M&E) 3. Policy Formulation 4. Performance Management (PM)	<b>Crosscutting Competencies:</b> 1. Oral Communication Skills 2. Writing Skills 3. Computer Skills 4. Procurement Management 5. Records Management	<b>Universal Competencies:</b> 1. Professionalism 2. Transparency and Accountability 3. Innovativeness 4. Efficiency 5. Collaborativeness						
3	<b>Job Description</b>	<ol style="list-style-type: none"> <li>1. Describes the NAMRIA mandate, mission, vision, programs, activities, and projects</li> <li>2. Conducts basic planning and programming – targeting, scheduling, budgeting, etc.</li> <li>3. Conducts research on relevant planning inputs from policy issuances of oversight agencies (DENR, DBM, DICT, DEPDev) and information on the programs of other government agencies</li> <li>4. Maintains planning and M&amp;E records</li> <li>5. Prepares minutes of meetings, post activity reports, and M&amp;E reports</li> <li>6. Distinguishes the M&amp;E principles and policies</li> <li>8. Notifies the delivery units of their submission of accomplishment reports</li> <li>9. Describes the basic principles and process of policy formulation and development</li> <li>10. Conducts policy research and policy studies</li> <li>11. Identifies relevant materials/references for specific policy studies</li> <li>12. Conducts initial assessment/study of policy issues</li> <li>13. Assists in the M&amp;E of policy implementation</li> <li>14. Monitors submission of Office Performance Commitment and Review (PCR)/Branch PCRs/Division PCRs/Individual PCRs (Targets and Accomplishments) to ensure compliance with existing policies on performance management</li> <li>15. Coordinates schedule of attendees to the Performance Management Team (PMT) meetings</li> <li>16. Takes charge of logistic concerns for the PMT Meetings, such as, but not limited to, presentation materials, equipment, and meals</li> <li>17. Maintains and updates database on performance ratings of offices/employees</li> <li>18. Writes simple pro-forma communications, such as but not limited to, acknowledgement and transmittal letters relative to PM</li> </ol>								

One (1) Administrative Aide VI (Clerk III)	NAMRIAB- ADA6-7-2004	SG 06	PHP 19,716.00	CSC Minimum Requirement	Completion of 2 years of college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)	None Required	None Required	CS Sub- Professional First Level Eligibility	Library and Documentati on Services Section, Administrativ e Division (LDSS, AD)
<b>Additional points will be given beyond the minimum requirement</b>									
<b>Competencies required</b>	<b>Technical Competencies:</b> 1. Clerical/Secretarial/Executive Assistant Skills 2. Procurement Management 3. Records Management 4. Library Management			<b>Crosscutting Competencies:</b> 1. Oral Communication Skills 2. Writing Skills 3. Computer Skills			<b>Universal Competencies:</b> 1. Professionalism 2. Transparency and Accountability 3. Innovativeness 4. Efficiency 5. Collaborativeness		
<b>4</b>  <b>Job Description:</b>	<ol style="list-style-type: none"> <li>1. Coordinates with different units/offices and agencies programs and activities for specific end-users and purposes.</li> <li>2. Drafts routine business correspondence for review of superior.</li> <li>3. Assists in meetings and prepares minutes of the meeting.</li> <li>4. Reviews, verifies and maintains information into databases.</li> <li>5. Researches the details in resolving issues, analyzes findings, prioritizes and categorizes alternatives.</li> <li>6. Discusses other concerns with superior.</li> <li>7. Implements record management processes for the executive/office.</li> <li>8. Applies Records Management Process in accordance with RA 9470, 5S and ISO standards.</li> <li>9. Ensures the safekeeping of confidential records/ documents.</li> <li>10. Maintains record of compliance of each service/division to the Record Plan for retention/Disposal of records.</li> <li>11. Maintains an electronic file of records/documents received.</li> <li>12. Maintains the agency RIA, Masterlist of DI</li> <li>13. Prepares the agency request for authority to dispose of records.</li> <li>14. Performs technical processes such as cataloging, indexing and classifying books, serials, vertical files, non- print and other multimedia holdings.</li> <li>15. Updates and maintains library management system.</li> <li>16. Acquires information materials through gifts and donations, exchange, and purchase.</li> <li>17. Provides internal client services through circulation of library materials, reader/ reference/ referral services, donation etc.</li> <li>18. Provides external client services through room use reading and research.</li> <li>19. Prepares bibliographic searches and generates reports, shelf lists indices, loan receipts, etc. through LMS</li> <li>20. Conducts evaluation, selection and weeding of books and other information materials.</li> <li>21. Performs conservation and preservation processes of priceless and valuable library materials such as binding, restoration, reproduction, lamination, encapsulation, scanning/digitization, etc.</li> <li>22. Applies the basic procurement procedures in accordance with the provisions of RA 9184 (Procurement Act)</li> <li>23. Prepares purchase requisition with complete attachments such as funding source, technical specifications, terms of reference, scope of work.</li> <li>24. Prepares bidding documents such as invitation to bid, eligibility requirements, instruction to bidders, bid data sheet, general conditions of contract, special conditions of contract, and contract/agreement</li> <li>25. Presents the project to the BAC during the pre-procurement conference for approval</li> <li>26. Evaluates bidder's responsiveness of eligibility requirements during post qualification.</li> <li>27. Conducts market research on the costs of procurement projects</li> <li>28. Prepares Project Procurement Management Plan (PPMP) and annual procurement plan</li> <li>29. Perform other related tasks as may be deemed necessary to carry out the above mentioned activities.</li> </ol>								
<b>*** NOTHING FOLLOWS ***</b>									



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**LIST OF VACANT POSITIONS as of JANUARY 2026  
HYDROGRAPHY BRANCH (HB) - ( 1 ) Vacant Position/s**

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
	<b>One (1) Oceanographer V</b>	NAMRIAB-05-1-1998	SG 24	PHP 102,603.00	CSC Minimum Requirement	Master's Degree or Certificate in Leadership and Management from the CSC	Four (4) years of supervisory/ leadership management experience	Forty (40) hours of supervisory/ management learning and development intervention	CS Professional Second Level Eligibility	Physical Oceanography Division (POD)
<b>Additional points will be given beyond the minimum requirement</b>										
<b>1</b>	<b>Competencies required</b>	<b>Technical Competencies:</b> 1. Physical Oceanography 2. Maritime Zones and Boundaries (MZB) Mapping			<b>Universal Competencies:</b> 1. Professionalism 2. Transparency and Accountability 3. Innovativeness 4. Efficiency 5. Collaborativeness			<b>Leadership Competencies:</b> 1. Building Collaborative and Inclusive Working Relationships 2. Managing Performance and Coaching for Results 3. Leading Change 4. Thinking Stragically and Creatively 5. Creating and Nurturing a High Performing Organization		
	<b>Job Description:</b>	1. Leads, plans, manages, executes the conduct of physical oceanographic observations and surveys. 2. Leads, plans, organizes, directs, coordinates, controls, and oversees physical oceanographic survey data processing and analysis, and packaging of products and services. 3. Validates and approves physical oceanographic data and information. 4. Validates and verifies harmonic constituents for tidal and current predictions 5. Approves tide station design, survey plans, technical reports and documentary requirements. 6. Approves Tide and Current Tables manuscript and endorses its publication. 7. Manages the National Oceanographic Data Center (NODC) 8. Leads, initiate and conducts research related to physical oceanography 9. Leads in the implementation of the NAMRIA Administrative Order 2023-002 or the Manual on the Delineation of the Mean High Water Line (MHWL) 10. Leads, directs, organize, initiate the activation of the POD Sea Level Hazard Monitoring Team (SLHMT)								
<b>*** NOTHING FOLLOWS ***</b>										