



LIST OF VACANT POSITION as of (JUNE 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/CoSJobOpportunity>

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: 15 JUN 2026

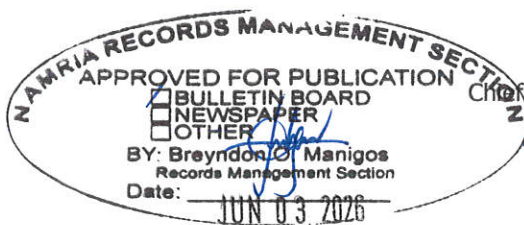
APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

*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 or at **(02) 8810-5458 / 0918-925-7034**.



ATTY. JESSIE M. RACIMO
Chief Administrative Officer / OIC, Support Services Branch

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



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**LIST OF VACANT POSITION as of JUNE 2026
(CONTRACT OF SERVICE)**

SUPPORT SERVICES BRANCH - (1) Vacant Position

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
1	One (1) Project Development Assistant II	Not Applicable	Not Applicable	Php 18,784.00	Bachelor's degree relevant to the job	One (1) year relevant work experience	Four (4) hours relevant training	(Preferably) CS SubProf.	Human Resource Management Section, Administrative Division (HRMS,AD)
	<i>Additional points will be given beyond the minimum requirement</i>								
	Additional Competency required	1. Preferably a BS or AB Psychology/Business Administration - Major in Human Resource Management graduate. 2. Exhibits effective communication skills, both written and oral. 3. Can efficiently leverage MS Office tools e.g. Word, Excel, and Powepoint							
Job Description:	a. Assists in the implementation of the HR Systems; b. Handles and monitors time and attendance and leave administration of employees; c. Assists in the Recruitment Selection and Placement; d. Assists in the Compensation Welfare and Benefits; and e. Carries out other duties as may be assigned by immediate and higher supervisors.								
***NOTHING FOLLOWS ***									