

LIST OF VACANT POSITIONS as of MAY 2021 (JOB ORDER)

NAMRIA-RSP-Form03 Rev03

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-empow **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) (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) Civil Service Commission-Authenticated e.5) College Diploma and Transcript of Records (TOR).

Career Service Eligibility (as needed);

e.2) Certificate/s of Previous

Employment;

e.4) Valid Professional Regulation Commission (PRC) License (as needed); and

- 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.xdsx) 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-ADDF2-17-2005_AD/SSB Maria Natividad)
- 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 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:	YAY	1	/	2021	

For queries, applicants may contact HRMS at 88105458

ATTY. JESSIE M. RACIMO **OIC Chief, Administrative Division**

c. PETER N.

TIANGCO, PhD, CESO I **Administrator**

LOVP 2021-007 (RDAB)

RECORDS MANAGEMENT APPROVED FOR PUBLICATION **W**BULLETIN BOARD ■ NEWSPAPER OTHERS BY: ZENAIDA A. LEANO AO V (Records Offic DATE: MAY () 6



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LIST OF VACANT POSITION as of May 2021 (JOB ORDER) RESOURCE DATA ANALYSIS BRANCH (RDAB) - (1) Vacant Position/s

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Relevant Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
	One (1) Project Development Assistant II	Not/App	plicable	PHP 16,051.00	Bachelor's Degree relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	(Preferably) CS Sub- Professional	Land Classification Division (LCD)
1	Additional Competency required	Preferably I	T, Compute	er Science, Fore	stry or other rel	lated sciences co	ourses.		ı
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	NAMRIA-RSP-Form04 Rev02		NAMRIA-RSP-Form04 Rev02
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	corresponding item number) 2. PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017);	2.	corresponding item number) PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017);
	csc.gov.ph 3. Work Experience Sheet (CSC Form No. 212)* (csc.gov.ph)	3.	csc.gov.ph Work Experience Sheet (CSC Form No. 212)* (csc.gov.ph)
	4. Photocopies of two (2) recent Individual Performance Commitment and Review (IPCR) Form (for government employees)	4.	Photocopies of two (2) recent Individual Performance Commitment and Review (IPCR) Form (for government employees)
	5. Photocopies of the following:	5.	Photocopies of the following:
	.1 College/High school Diploma 5.2 Transcript of Records (TOR)		College/High school Diploma 5.2 Transcript of Records (TOR)
5	3 Valid Professional Regulation Commission (PRC) License* 5.4 CSC - Authenticated Career Service Eligibility*	5.3	Valid Professional Regulation Commission (PRC) License* 5.4 CSC - Authenticated Career Service Eligibility*
5	5.6 Service Record* Employment*	5.5	Certificate/s of Previous 5.6 Service Record* Employment*
5	7 Certificates of Trainings Attended* 5.8 Certificate of Award/ Recognition conferred by recognized and prestigious awarding bodies *	5.7	Certificates of Trainings Attended* 5.8 Certificate of Award/ Recognition conferred by recognized and prestigious awarding bodies *
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	HRMS (signature)		HRMS (signature)
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