



LIST OF VACANT POSITIONS as of OCTOBER 2021

NAMRIA-RSP-Form03 Rev05

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) (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 Civil Service Commission (CSC) or Career Service Eligibility (CESB) (as needed);

e.5) College Diploma and Transcript of Records (TOR);

e. 6) Service Record (for government employees);

e.2) Certificate/s of Previous Employment;

e.4) Valid Professional License issued by PRC/SC/MARINA (as needed); 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:** OCT 31 2021

ATTY. JESSIE M. RACIMO
OIC Chief, Administrative Division

For queries, applicants may contact HRMS at 88105458

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

LOVP 2021-013 JO (RDAB)





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LIST OF VACANT POSITION as of OCTOBER 2021 (JOB ORDER)

RESOURCE DATA ANALYSIS BRANCH (RDAB) - (3) Vacant Position/s

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Relevant Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
1	Three (3) Project Development Officer I	Not Applicable		PHP 19,940.00	Bachelor's degree relevant to the job	None required	None required	(Preferably) CS Professional or RA 1080	Land Resource Data Analysis Division / RDAB
	Additional Competency required	Bachelor of Science related to the Job (preferably IT, Computer Science, Forestry, or other related Science Courses)							
	Job Description:	1. Conduct digital conversion and compilation of the collected spatial and non-spatial data of the project; 2. Conduct secondary data collection; 3. Assists in the conduct of field validation survey; 4. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.							
*** NOTHING FOLLOWS ***									