

LIST OF VACANT POSITIONS as of SEPTEMBER 2019

NAMRIA-RSP-Form01 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. By 2020, our vision is to be the center of excellence, building a geospatially-empowered Philippines.

APPLICATION GENERAL GUIDELINES

- 1. All qualified applicants are invited to submit the following application documents in HARD and ELECTRONIC copies (per position applied for). Hard copies shall be submitted to the Human Resource Management Section (HRMS), 2F NAMRIA Main Bidg., Lawton Ave. Fort Andres Bonifacio, Taguig City, while electronic copy shall be emailed at hrms@namria.gov.ph
 - a. **Application letter**, indicating the vacant position being applied for and its corresponding item number addressed to:

Usec. PETER N. TIANGCO, PhD 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. Photocopy of two (2) recent Individual Performance Commitment and Review (IPCR) Form (for government employees); and
- e. Other Application Documents:
 - e.1) Photocopy of Certificates of Trainings Attended;

e.3) Civil Service Commission-Authenticated e.5) Photocopy of College Diploma and Transcript of

Career Service Eligibility (as needed); Records (TOR).

e.2) Certificate/s of Previous Employment;

e.4) Photocopy of Valid Professional Regulation Commission (PRC) License (as

needed); and

- 2. The **original copy** of photocopied document shall be presented for HR authentication.
- 3. The hard copy of documents shall be placed in a long brown envelope with the Application Checklist (See posting attachment)
- 4. External applicants shall download and accomplish the Applicant's Qualification form (http://www.namria.gov.ph/downloads/hr/applicantqualificationform.xlsx) and email it along with the required documents to hrms@namria.gov.ph with APPLICATION FOR (POSITION- DIVISION) as email subject.
- 5. Only applications submitted on time and with COMPLETE DOCUMENTARY REQUIREMENTS shall be ACCEPTED.
- 6. The Personal Data Sheet (PDS) and other documentary requirements submitted shall only be used for the position applied for. A maximum of three (3) positions can be applied for. Applicants must submit one (1) set of documentary requirements for every position applied
- 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.

SEP 1 6 2019

8. DEADLINE OF APPLICATION:

9. Acceptance of application shall be from 1:00 pm till 5:00 pm.

For queries, applicants may contact HRMS at 8105458

CONCEPCION A. BRINGAS

Chief, Administrative Division

Usec. PETER N. TIANGCO, PhD

Administrator

LOVP 2019-000



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LIST OF VACANT POSITIONS as of SEPTEMBER 2019

SUPPORT SERVICES BRANCH (SSB) - Two (2) Vacant Position/s

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment		
1	One (1) Administrative Officer V (Management and Audit Analyst III)	NAMRIAB- ADOF5-10- 2004	- SG 18	Dha	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	Internal Audit Section, Financial and Management Division		
					NAME OF BUILDING POST OF THE PARTY OF THE PA	Preferably Bachelor's Degree in Accounting/ Accountancy/ Commerce/ Business Administration Major in Accounting or other related course	Preferably with experience in financial management/ management audit work	Preferably with training in financial management/ management audit courses				
	Technical Competencies required					nnical competencies or unting, 2) Budget Prep			tion and Contro	ol		
	Job Description:	 Establishes and directs the implementation of internal audit proposals, objectives, policies, rules and regulations, and standards of performance on fiscal administration. Prepares a Comprehensive Audit Program integrating the objectives of fiscal administration and agency operations. Reviews Audit Plan vis-à-vis audit engagement regarding the agency's financial transactions and procedures. Directs and appraises the follow through of audit recommendations pertaining to financial reports, records and system. Establishes and directs the implementation of internal audit objectives, policies, rules and regulations, and standards of performance on agency operations particularly the implementation of plans, programs and projects. Prepares a Comprehensive Audit Program integrating the objectives of fiscal administration and agency operations. Reviews Audit Plan vis-à-vis audit engagement regarding the agency's operational and administrative matters. Directs and appraises the follow through of audit recommendations pertaining to the implementation of DENR policies, plans and programs. 										
	One (1) Accountant III	NAMRIAB- A3-2012 SG 19			CSC Minimum Requirement	Bachelor's Degree in Commerce/ Business Administration Major in Accounting or other related course	Two (2) years of relevant experience	Eight (8) hours of relevant training		Accounting Section,		
			Php 45,269.00	Competency-Based Qualification Standard	Preferably Bachelor's Degree in Accounting/ Commerce/ Business Administration Major in Accounting or other related course	Preferably with experience in accounting work	Preferably with training in financial management	RA 1080 (CPA)	Financial and Management Division			
2	Technical Competencies	Has the abili Basic technic			L ecute Advanced te	chnical competencies	l on: 1) General Ad	counting and 2)	l Financial Audit			

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
2	Job Description:	2. Prepares 3. Maintains 4. Verifies d 5. Reconcile 6. Prepares 7. Prepares 8. Conducts and weakne 9. Assesses 10. Prepares managemer 11. Knows t and delimita 12. Docume assisting in 1 13. Identifie	schedule inter-ag ocument in sub-lec Work and Internal internal internal isses in the complex report of the areas tions. Ints admitte conditions of the cond	of accourency accourency accours/reports to the distribution of audit and the financial pleteness on follow the financial for improvements of audit areas or a clated task	nts per trial baland unts reconciliation for completeness in e general ledger at I Plan (WFP) and at on financial trans drafts findings and al management sy and reliability of the hrough of actions wement on cost efforts and operational sy it.	as per NGAS and verifice, financial reports for and makes necessary in compliance with governor resolves difference Audit Program (AP), as actions and processes. If recommendations on stem. The working papers and taken based on audit reficiency, processes, provistems and procedures and taken based on audit reficiency, processes, provistems and procedures and to agency operation and necessary to carry	financial analysis adjustments. ernment and varies. well as draft intercorrective measurement and quiverse, and quiverse in the aid of fines in the preparate	ious oversight agernal policies, gui ures and/or action ints in the Internal pertaining to the ality improvement dowcharting and dispenses and ion of reports and ion of reports and intentioned activities	nciliation staten encies. delines, and pr ons on identified al Audit Report. e agency's finant to be include other auditing to d proposals.	ocedures. d deficiencies ncial d in audit scope
		1		***		NOTHING FOLLOW	S	***		