



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 Bldg., 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 Career Service Eligibility (as needed);

e.5) Photocopy of College Diploma and Transcript of 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 for.**

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 16 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

[illegible]

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
2	Job Description:	1. Reviews and posts all transactions in the books per NGAS and verifies and analyzes account balances. 2. Prepares schedule of accounts per trial balance, financial reports for financial analysis, and bank reconciliation statements. 3. Maintains inter-agency accounts reconciliation and makes necessary adjustments. 4. Verifies documents/reports for completeness in compliance with government and various oversight agencies. 5. Reconciles sub-ledgers to the general ledger and resolves differences. 6. Prepares Work and Financial Plan (WFP) and Audit Program (AP), as well as draft internal policies, guidelines, and procedures. 7. Prepares Internal Audit Plan on financial transactions and processes. 8. Conducts internal audit and drafts findings and recommendations on corrective measures and/or actions on identified deficiencies and weaknesses in the financial management system. 9. Assesses the completeness and reliability of the working papers and other requirements in the Internal Audit Report. 10. Prepares report on follow through of actions taken based on audit recommendations pertaining to the agency's financial management systems. 11. Knows the areas for improvement on cost efficiency, processes, procedures, and quality improvement to be included in audit scope and delimitations. 12. Documents administrative and operational systems and procedures with the aid of flowcharting and other auditing tools while assisting in the conduct of audit. 13. Identifies critical areas or audit risks pertaining to agency operations in the preparation of reports and proposals. 14. Performs other related tasks as may be deemed necessary to carry out the above-mentioned activities.								
				***	NOTHING FOLLOWS			***		