



## LIST OF VACANT POSITIONS as of AUGUST 2016

NAMRIA-HRM-NRPS-FORM1-REV. 1

### 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.

**All qualified applicants are invited to submit the following required application documents to the Human Resource Management Section (HRMS), 2F NAMRIA Main Bldg., Lawton Ave. Fort Andres Bonifacio, Taguig City and email electronic copy of documents at [hrms@namria.gov.ph](mailto:hrms@namria.gov.ph)**

**1. Application letter, indicating the position being applied for and its corresponding item number addressed to:**

**Dr. PETER N. TIANGCO, CESO I**  
**Administrator, NAMRIA**

**2. Properly accomplished Personal Data Sheet (CS Form 212); (Email in MS Excel format, downloadable at [csc.gov.ph](http://csc.gov.ph))**

**3. Photocopies of two (2) recent Individual Performance Commitment and Review (IPCR) Form (for government employees)**

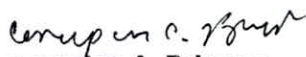
**4. Application Documents: Photocopies of Certificates of Trainings Attended; Certificate/s of Previous Employment with corresponding Actual Duties and Responsibilities; Civil Service Commission-Authenticated Career Service Eligibility (as needed); Photocopy of Valid Professional Regulation Commission (PRC) License (as needed); and**

**5. Photocopies of College Diploma and Transcript of Records (TOR).**

**6. Deadline of submission is on: SEP 13 2016.**

For the purpose of certifying the authenticity of photocopied documents, applicants are advised to present their ORIGINAL copies only to an authorized HR Management Officer. Any submissions beyond the specified deadline shall no longer be accepted and considered by the HRMS. Only those who submitted COMPLETE documents will be screened.

Furthermore, **prior applicants are required to email their updated PDS (in MS Excel format) and additional supporting documents at the [hrms@namria.gov.ph](mailto:hrms@namria.gov.ph)** for deliberation purposes.

  
**Concepcion A. Bringas**  
Chief, Administrative Division

Approved by:

Posted by: \_\_\_\_\_

Date: AUG 31 2016

1<sup>st</sup> Validation (5<sup>th</sup> day of posting) by: \_\_\_\_\_

2<sup>nd</sup> Validation (10<sup>th</sup> day of posting) by: \_\_\_\_\_

LOVP-2016-0008

  
**Dr. PETER N. TIANGCO, CESO I**  
Administrator



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### HYDROGRAPHY BRANCH - 5 Vacant Positions

No.	Position	Unique Item No.	Salary Grade	Basic Salary per Month	Relevant Education	Relevant Work Experience	Relevant Training	Eligibility	Place of Assignment
1	<b>One (1) Administrative Assistant I (Secretary I)</b>	NAMRIAB-ADAS1-9-2004	SG 07	Php 14,331.00	Completion of 2 years studies in college	None Required	None Required	CS Sub-Professional (1st Level Eligibility)	Office of the Director
<b>JOB DESCRIPTION:</b> 1. Provides administrative support to the Office of the Director. 2. Assists in gathering, compilation and documentation of all concerns of the Hydrography Branch. 3. Implements record management processes as per ISO standards for faster retrieval of files. 4. Performs other task related to Secretarial/Executive Assistance/Committee support as deemed necessary.									
2	<b>One (1) Engineer III</b>	NAMRIAB-ENG3-1-1998	SG 19	Php 36,409.00	Bachelor's degree relevant to the job	Two (2) years of relevant experience	Eight (8) hours of relevant training	RA 1080	Nautical Charting Division (NCD)
<b>JOB DESCRIPTION:</b> 1. Assists in the planning and execution of all nautical charting works of the Division (compilation of paper charts and electronic navigational charts (ENCs); and review and verification of nautical charts). 2. Supervises compilation and cartographic enhancement of nautical charts, including ENCs. 3. Prepares and submits section's monthly report to the Division Chief. 4. Performs other task as deemed necessary by the division chief/immediate supervisor									
3	<b>One (1) Engineer II</b>	NAMRIAB-ENG3-1-1998	SG 16	Php 28,417.00	Bachelor's degree relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	RA 1080	Nautical Charting Division (NCD)
<b>JOB DESCRIPTION:</b> 1. Reviews and evaluates information for the production of chart planning sheets. 2. Verifies chart specifications, processed information, chart database, chart contents, chart topology, manually corrected charts, created ENC cell, converted files, vector charts and feature attributes based on IHO standards. 3. Performs advanced GIS and cartographic software operations. 4. Undertakes compilation and cartographic enhancement of nautical charts, including ENCs. 5. Performs other related tasks as may be deemed necessary by the division chief/immediate supervisor.									



No.	Position	Unique Item No.	Salary Grade	Basic Salary per Month	Relevant Education	Relevant Work Experience	Relevant Training	Eligibility	Place of Assignment
4	<b>One (1) Cartographer I</b>	NAMRIAB-CGR1-12-1998	SG 06	Php 13,378.00	Completion of two (2) years studies in college or highschool graduate with relevant vocational/trade course	None Required	None Required	Cartographer (MC 11, s.96 as amended - Cat. II)	Nautical Charting Division (NCD)
<b>JOB DESCRIPTION:</b> 1. Compiles and prepares all the data needed in the compilation of the nautical chart. 2. Identifies, verifies and applies chart corrections based on IHO Chart Standards and Specifications. 3. Processes raster backdrop and produces initial vector chart. 4. Gathers data and navigational information applicable to chart compilation and/or updating. 5. Converts file formats from paper chart to ENC. 6. Identifies non-essential features on the paper chart to be deleted on the ENC. 7. Creates cell boundary. 8. Sets metadata objects. 9. Performs other related tasks as may be deemed necessary by the division chief/immediate supervisor.									
5	<b>One (1) Cartographer II</b>	NAMRIAB-CGR2-2-1998	SG 08	Php 15,368.00	Completion of two (2) years studies in college or highschool graduate with relevant vocational/trade course	One (1) year of relevant experience	Four (4) hours of relevant training	Cartographer (MC 11, s.96 as amended - Cat. II)	Maritime Affairs Division (MAD)
<b>JOB DESCRIPTION:</b> 1. Organizes materials for the manuscript. 2. Prepares technical descriptions and plots points/lines on charts. 3. Prepares certificates including but not limited to municipal boundaries. 4. Performs other related tasks as may be deemed necessary by the division chief/immediate supervisor.									
<b>- NOTHING FOLLOWS -</b>									