



Map your Future with us!

NAMRIA-HRM-NRPS-FORM1.1-REV. 1

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.

LIST OF VACANT POSITIONS as of FEBRUARY 2017 (JOB ORDER)

SUPPORT SERVICES BRANCH (SSB)

No.	Position	Unique Item No.	Salary Grade	Monthly Salary	Relevant Education	Relevant Work Experience	Relevant Training	Eligibility	Place of Assignment
1	One (1) Project Development Assistant I	Not Applicable		₱14,931.00	Bachelor's degree relevant to the job	None Required	None Required	None Required (Preferrably CS Sub Prof)	Human Resource Development Section (HRDS), Administrative Division
Job Description: <ul style="list-style-type: none"> • Assists with the day to day operations of the HRDS functions and duties • Provides clerical and administrative support • Assists in the process documentation and prepares reports relating to personnel activities • Coordinates HR projects (meetings, training, surveys etc) and take minutes of the meeting 									
2	One (1) Project Development Assistant III	Not Applicable		₱17,255.00	Bachelor's degree relevant to the job	Two (2) years of relevant experience	Eight (8) hours of relevant training	None Required (Preferrably CS Sub Prof)	HRDS, Administrative Division
Job Description: <ul style="list-style-type: none"> • Assists with the day to day operations of the HRDS functions and duties • Provides clerical and administrative support • Assists in the process documentation and prepares reports relating to personnel activities • Coordinates HR projects (meetings, training, surveys etc) and take minutes of the meeting 									

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

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 PDS in MS Excel format at hrms@namria.gov.ph. PDS downloadable at csc.gov.ph*)

3. 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

4. Photocopies of College Diploma and Transcript of Records (TOR).

5. Deadline of submission is on: **MAR 07 2017**.

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.



CONCEPCION A. BRINGAS
Chief, Administrative Division

Approved by:

Posted by:

Location:

Date: FEB 22 2017

1st Validation (5th day of posting) by:

2nd Validation (10th day of posting) by:

HRMS CTRL No.: JH-2017-0002



Dr. PETER N. TIANGCO, CESO I
Administrator