

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-empo 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 Eligiblity e.5) College Diploma and Transcript of Records (TOR); issued by the Civil Service Commission (CSC)

or Career Service Eligibility (CESB) (as e. 6) Service Record (for government employees); needed):

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.
- 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)
- 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.

OCT 2 8 2021

8. DEADLINE OF APPLICATION:

ATTY. JESSIE M. RACIMO **OIC Chief, Administrative Division**

For queries, applicants may contact HRMS at 88105458

c. PETER N. TIANGCO, PhD, CESO I

Administrator

LOVP 2021-015 JO (SSB)

RECORDS MANAGEMENT APPROVED FOR PUBLICATION BULLETIN BOARD **NEWSPAPER** OTHERS : ZENAIDA A. LEAN AO V (Records 10)



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.

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

SUPPORT SERVICES BRANCH (SSB) - (1) 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	One (1) Data Processor II	Not/Applicable		PHP 12,921.00	Completion of two years studies in college relevant to the function	One year of relevant experience	4 hours of relevant training	(Preferably) CS Sub- Professional	Accounting Section,Financial and Management Division-Support Services Branch (FMD-SSB)
	Additional Competency required	Preferably Bachelor's Degree in Commerce/Business Administration major in Accounting							
	Job Description:	Prepares Bank Reconcialition; Inputs liquidation report of cash advances and generates report for submission to the management and Commision on Audit; Maintains computer files of accounting reports and schedules; Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.							

*** NOTHING FOLLOWS ***