



LIST OF VACANT POSITIONS as of FEBRUARY 2020 (JOB ORDER)

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.

LIST OF VACANT POSITIONS as of FEBRUARY 2020 (JOB ORDER)

GEOSPATIAL INFORMATION SYSTEM MANAGEMENT BRANCH (GISMB)

No	Position	Monthly Salary	Relevant Education	Relevant Work Experience	Relevant Training	Eligibility	Place of Assignment
	One (1) Data Processor III	₱13,890.00	Bachelor's degree relevant to the job	Preferably with experience in secretarial work	none required	none required	Geospatial Information and Communications Technology Division

3 JOB DESCRIPTION:

1. Drafts routine business correspondence and coordinates information to different units/offices and agencies
2. Assists in meetings and prepares minutes of the meeting.
3. Implements record management processes and maintains technical documentation
4. Operates word processing and spreadsheets.
5. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.

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 **hrmsrecruitment@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 **hrmsrecruitment@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.

8. DEADLINE OF APPLICATION: FEB 21 2020

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

NAMRIA RECORDS MANAGEMENT SECTION
APPROVED FOR PUBLICATION
 BULLETIN BOARD
 NEWSPAPER
 OTHERS
BY: **ZENAIDA A. LEAÑO**
AO V (Records Officer III)
DATE: **FEB 10 2020**