



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 JULY 2018 (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	<b>One (1) Account Officer IV</b>	Not Applicable		<b>P21,436.00</b>	Bachelor's Degree in Commerce/ Business Administration major in Accounting	Five years of relevant experience	16 hours of relevant training	None Required	<b>Financial Management Division, SSB</b>
2	<b>Two (2) Account Assistant II</b>	Not Applicable		<b>P16,051.00</b>	Bachelor's Degree in Commerce/ Business Administration major in Accounting	One year of relevant experience	4 hours of relevant training	None Required	<b>Financial Management Division, SSB</b>

All qualified applicants are invited to **e-mail scanned** copies at [hrms@namria.gov.ph](mailto:hrms@namria.gov.ph) and submit **hard copy** of the following documents to the Human Resource Management Section (HRMS):

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

**USEC PETER N. TIANGCO, PhD**  
Administrator, NAMRIA

2. Duly accomplished **Personal Data Sheet (PDS)**(CS Form 212 Revised 2017) and **Work Experience Sheet** (Attachment to CS Form No. 212). NAMRIA employees are required to update their Electronic PDS (ePDS) AMD;

3. Photocopies of applicant's recent **Performance Evaluation System (PES)** Form for the last two (2) recent periods (if applicable);

4. **Application Documents:** Photocopies of the following: a) College Diploma b) Transcript of Records (TOR) c) Trainings Certificate/s Attended d) Service Record / Certificate/s of Previous Employment with corresponding Actual Duties and Responsibilities e) Civil Service Commission CSC-Authenticated Career Service Eligibility or Valid Professional Regulation Commission (PRC) License;

5. For the purpose of duly certifying the authenticity of submitted documents, applicants are advised to **present the ORIGINAL document/s** to the certifying HR Management Officer. Submission of applications or additional documents beyond the specified deadline shall not be considered by the HRMS. Only applicants who submitted COMPLETE documents will be screened.

7. **Deadline of submission of application/s and required documents is on:** AUG 03 2018.

For queries, applicants may contact HRMS at 8105458

Posted by:

Location:

Date:

**JUL 25 2018**

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:

HRMS CTRL No.: JH-2018-0012

  
**CONCEPCION A. BRINGAS**  
Chief, Administrative Division

Approved by:

  
**Dr. PETER N. TIANGCO, PhD**  
Administrator