



LIST OF VACANT POSITIONS as of FEBRUARY 2020

NAMRIA-RSP-Form01 Rev01

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.

APPLICATION GENERAL GUIDELINES

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:** MAR 09 2020

9. **Acceptance** of application shall be from **1:00 pm till 5:00 pm**.

For queries, applicants may contact HRMS at 88105458

CONCEPCION A. BRINGAS
Chief, Administrative Division

Usec. PETER N. TIANGCO, PhD
Administrator

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
3	One (1) Engineering Assistant	NAMRIAB-ENGAS-2-1998	SG 08	Php 17,505.00	CSC Minimum Requirement	Completion of two (2) years studies in college	One (1) year of relevant experience	Four (4) hours of relevant training	CS Sub-Professional 1st Level Eligibility	Transport Engineering Section, Engineering Services Division
					Competency-Based Qualification Standard	Preferably in Engineering or other related course	Preferably with experience in minor repair and maintenance of motor vehicles	Preferably in engineering undertaken within the last five years		
	Technical Competencies required	Has the ability to perform / execute the following technical competencies : 1.) Building Maintenance 2.) Emergency Preparedness and Disaster Management 3.) Clerical / Secretarial / Executive Assistance Skills								
	Job Description:	1. Assists in the inspection and operation, maintenance and minor repair of motor vehicles ; and ensures maintenance of housekeeping tasks. 2. Demonstrates how to provide assistance to all emergency victims. 3. Conducts periodic inspections to determine and to assess hazards, risks within NAMRIA. 4. Checks all available fire and safety equipment to ensure that it is operational and serviceable. 5. Coordinates with different units / offices and agencies programs and activities for specific end - user and purposes. 6. Drafts routine business correspondence for review of superior. 7. Performs other related tasks as deemed necessary by the division chief/immediate supervisor.								
4	One (1) Administrative Assistant II (Plumber Foreman)	NAMRIAB-ADAS2-10-2004	SG 08	Php 17,505.00	CSC Minimum Requirement	High School Graduate; Completion of relevant vocational/ trade course	One (1) year of relevant experience	Four (4) hours of relevant training	Plumber (MC 10, s. 2013 – Cat. II*)	Facilities Maintenance Section, Engineering Services Division
					Competency-Based Qualification Standard		Preferably with experience in plumbing works	Preferably with TESDA training relevant to the job or equivalent		
	Technical Competencies required	Has the ability to perform / execute the following technical competencies : 1.) Building Maintenance (Advance) 2.) Emergency Preparedness and Disaster Management (Intermediate)								
	Job Description:	1. Maintains repair of water pipes, valve gates, hydrants and other simple plumbing works in toilets, sinks, fountains, faucets, showers and water meters to ensure its proper maintenance and care. 2. Inspects plumbing equipment, facilities to determine and note repair work needed. 3. Monitors status of plumbing equipment by the unit/office and implements preventive maintenance of each. 4. Trains others and identifies training needs to reinforce section's technical competency. 5. Conducts periodic inspections to determine and to assess hazards, risks within NAMRIA. 6. Coordinates with various stakeholders on the emergency preparedness and disaster management program. 7. Checks all available fire and safety equipment to ensure that it is operational and serviceable. 8. Performs other related tasks as deemed necessary by the division chief/immediate supervisor.								
5	One (1) Administrative Aide VI (Air-conditioning Technician)	NAMRIAB-ADA6-14-2004	SG 06	Php 15,524.00	CSC Minimum Requirement	High School Graduate or Completion of relevant vocational/trade courses	One (1) year of relevant experience	Four (4) hours of relevant training	Air-conditioning Technician/ Refrigeration Technician (MC 10, s. 2013 – Cat. II*)	Facilities Maintenance Section, Engineering Services Division
					Competency-Based Qualification Standard		Preferably with experience in in air-conditioning/ refrigeration works	Preferably with TESDA training relevant to the job or equivalent		
	Technical Competencies required	Has the ability to perform / execute the following technical competencies : 1.) Building Maintenance (Intermediate) 2.) Emergency Preparedness and Disaster Management (Intermediate)								
	Job Description:	1. Performs the operation maintenance and minor repair of refrigeration and air-conditioning (RAC) equipment and other simple RAC works to ensure that cooling equipment are in good working condition at all times. 2. Inspects RAC equipment, facilities to determine and note repair work needed. 3. Conducts periodic inspections to determine and to assess hazards, risks within NAMRIA. 4. Coordinates with various stakeholders on the emergency preparedness and disaster management program. 5. Checks all available fire and safety equipment to ensure that it is operational and serviceable. 6. Performs other related tasks as deemed necessary by the division chief/immediate supervisor.								
				***	NOTHING FOLLOWS			***		

* **Category II-** refers to positions whose qualification standards (QS) require eligibilites which can be obtained by completing one (1) year of Very Satisfactory actual work performance



APPLICATION CHECKLIST

Checklist shall be submitted to HRMS for their verification

- ☐ 1 Application Letter (indicating the position being applied for and its corresponding item number)
- ☐ 2 PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017); csc.gov.ph
- ☐ 3 Work Experience Sheet (CSC Form No. 212)* (csc.gov.ph)
- ☐ 4 Photocopies of two (2) recent Individual Performance Commitment and Review (IPCR) Form (for government employees)
- 5 Photocopies of the following:
 - ☐ 5.1 College/High school Diploma
 - ☐ 5.2 Transcript of Records (TOR)
 - ☐ 5.3 Valid Professional Regulation Commission (PRC) License*
 - ☐ 5.4 CSC - Authenticated Career Service Eligibility*
 - ☐ 5.5 Certificate/s of Previous Employment*
 - ☐ 5.6 Service Record*
 - ☐ 5.7 Certificates of Trainings Attended*
 - ☐ 5.8 Certificate of Award/Recognition conferred by recognized and prestigious awarding bodies *
 - ☐ 5.7.1 Applicant's Qualification form (for Outsider)

* If applicable

HRMS (signature)



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