

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:
- Career Service Eligibility (as needed);
- e.3) Civil Service Commission-Authenticated 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
- 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 0 9 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

OVP-2020-0003



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LIST OF VACANT POSITIONS as of FEBRUARY 2020 SUPPORT SERVICES BRANCH (SSB) - 5 Vacant Position/s

| No. | POSITION | Unique Item No. | Salary Grade | Basic Salary per Month | Requirement | Education | Relevant Experience | Relevant Training | Eligibility | Place of Assignment | |
|--|---|---|-----------------|---------------------------------|--|--|--|---|---|--|--|
| 1 | One (1) Administrative Aide VI | NAMRIAB- ADA6-6-2004 | SG 06 | Php 15,524.00 | CSC Minimum Requirement | Completion of two (2) years studies in college | One (1) year of releveant experience | Four (4) hours of relevant training | CS Sub- Professional 1st Level Eligibility | Human Resource Development Section (HRDS), Administrative Division | |
| | | | | | Competency-Based Qualification Standard | Preferably in BS Behavioral, management, social sciences or other related course | Preferably with experience in HRM and development work | Preferably in HR management and development courses within the last 2 years | | | |
| | Technical Competencies | hnical Competencies required Has the ability to perform / execute the following technical competencies: 1.) Clerical / Secretarial / Executive Assistance Skills. Possesses basic technical competencies on: 1.) Learning and Development | | | | | | | | | |
| | 1. Assists HRMOs in the preparation and administration of various personnel and training and development functions. 2. Implements record management processes for the HRMD as per ISO standards for faster retrieval of files. 3. Coordinates with different units/offices and agencies HRMD programs and activities for specific end-users and purposes. 4. Assists in the facilitation of the learning activity. 5. Encodes office correspondence for review of superior. 6. Performs other task related to Secretarial / Executive Assistance / Committee support as deemed necessary by the division chief / immediate supervisor. | | | | | | | | | | |
| | | | | | CSC Minimum Requirement | | Three (3) years of relevant experience | | | | |
| | One (1) Engineer IV | NAMRIAB- ENG4-12- 1998 | SG 22 | Php 66,867.00 | Competency-Based Qualification Standard | Bachelor Degree in Engineering relevant to the job | Preferably with experience in: 1) supervision and 2)maintenance 3)repair of buildings, equipment, furniture and fixtures | Sixteen (16 hrs) of relevant training | RA 1080 (Engineering) | Facilities Maintenance Section, Engineering Services Division | |
| 2 | Technical Competencies required | Has the ability to perform / execute Advance Leadership Competencies and Superior Technical Competencies on: 1) Building Maintenance and 2) Emergency Preparedness and Disaster Management | | | | | | | | | |
| 1. Directly supervises and coordinates the section by assisting the Chief Engineer in planning at the section in the operation, maintenance, utilization of printing, reprography, communication 2. Provides technical support to all personnel of the section on matters related to the mainten 3. Undertakes studies, formulates plans and procedures for the effective utilization of the syst 4. Undertakes technical feasibility studies needed in the acquisition and upgrading of new syst 5. Provides for the development of the technical expertise of maintenance staffs. 6. Supervises the acquisition and control of technical supplies, spare parts, tools and manuals. 7. Prepares and recommends budgetary proposals, operational plans, accomplishment, status section. 8. Makes a close contact of all system suppliers to keep abreast with the development in their 9. Establishes and formulates training programs for the effectiveness and efficiency of the met 10. Designs, institutionalizes and standardizes programs and techniques. 11. Assesses and evaluates program effectiveness. 12. Performs other related tasks as deemed necessary by the division chief/immediate supervi | | | | | ation and other rela intenance of all systems, system and existing nuals. tatus and progress in their system's tect e methods being progress | ated equipment. Item. Ing system respe report on all act thnology. | ctively. | | | | |

| 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 releveant experience | Four (4) hours of relevant training | | 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: | Assists in the inspection and operation, maintenance and minor repair of motor vehicles; and ensures maintenance of housekeeping tasks. Demonstrates how to provide assistance to all emergency victims. Conducts periodic inspections to determine and to assess hazards, risks within NAMRIA. Checks all available fire and safety equipment to ensure that it is operational and serviceable. Coordinates with different units / offices and agencies programs and activities for specific end - user and purposes. Drafts routine business correspondence for review of superior. 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 releveant 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) | | | | | | | | |
| | | 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. Inspects plumbing equipment, facilities to determine and note repair work needed. Monitors status of plumbing equipment by the unit/office and implements preventive maintenance of each. Trains others and identifies training needs to reinforce section's technical competency. Conducts periodic inspections to determine and to assess hazards, risks within NAMRIA. Coordinates with various stakeholders on the emergency preparedness and disaster management program. Checks all available fire and safety equipment to ensure that it is operational and serviceable. Performs other related tasks as deemed necessary by the division chief/immediate supervisor. | | | | | | | | |
| | Job Description: | water metel 2. Inspects 3. Monitors 4. Trains oti 5. Conducts 6. Coordina 7. Checks a | rs to ensi plumbing status of hers and periodic tes with v Il availabl | re its pro equipment plumbing identifies inspection various state e fire and | per maintenance a nt, facilities to dete equipment by the training needs to r ns to determine an akeholders on the e safety equipment | and care. The mine and note repair Unit/office and implent The mine and implement The | work needed. nents preventive inical competency sks within NAMRI ess and disaster ne | maintenance of each A. nanagement programiceable. | h. | s, showers and |
| | | water metel 2. Inspects 3. Monitors 4. Trains oti 5. Conducts 6. Coordina 7. Checks a | rs to ensi plumbing status of hers and periodic tes with v Il availabl | re its pro equipment plumbing identifies inspection various state e fire and | per maintenance a nt, facilities to dete equipment by the training needs to r ns to determine an akeholders on the e safety equipment | and care. Sermine and note repair unit/office and implen einforce section's tech d to assess hazards, ri emergency preparedne to ensure that it is ope ssary by the division ch | work needed. nents preventive inical competency sks within NAMRI ess and disaster nerational and serv ief/immediate su One (1) year of releveant experience | maintenance of each A. nanagement programiceable. | h. Air- conditioning | Facilities |
| | One (1) Administrative Aide VI (Airconditioning Technician) | water metel 2. Inspects 3. Monitors 4. Trains oti 5. Conducts 6. Coordina 7. Checks a | rs to ensi plumbing status of hers and periodic tes with v Il availabl | re its pro equipment plumbing identifies inspection various state e fire and | per maintenance a nt, facilities to dete equipment by the training needs to r ns to determine an akeholders on the e safety equipment s as deemed neces | and care. Sermine and note repair unit/office and implen einforce section's tech d to assess hazards, ri emergency preparedne to ensure that it is ope ssary by the division ch | work needed. nents preventive inical competency sks within NAMRI ess and disaster nerational and serv ief/immediate su One (1) year of releveant experience | maintenance of each A. ananagement prograticeable. pervisor. Four (4) hours of relevant training | Air-conditioning Technician/ Refrigeration Technician (MC 10, s. | |
| 5 | One (1) Administrative Aide VI (Air- conditioning | water meter 2. Inspects 3. Monitors 4. Trains ot 5. Conducts 6. Coordina 7. Checks a 8. Performs NAMRIAB- ADA6-14- 2004 Has the abil Preparednes | rs to ensiplumbing status of hers and periodic tes with value other relatives of the status of the s | re its pro equipment plumbing identifies inspection various state fire and ated tasks. Php 15,524.00 form / exsaster Ma | per maintenance ant, facilities to determine and training needs to risk to determine an akeholders on the constant of the cons | and care. Permine and note repair unit/office and implen einforce section's tech d to assess hazards, ri emergency preparedne to ensure that it is ope ssary by the division ch High School Graduate or Completion of relevant vocational/trade courses g technical competencie ediate) | work needed. nents preventive inical competency sks within NAMRI ess and disaster in erational and serv ief/immediate su One (1) year of releveant experience Preferably with experience in in air- conditioning/ refrigeration works es : 1.) Building N | maintenance of each. A. hanagement prograticeable. pervisor. Four (4) hours of relevant training Preferably with TESDA training relevant to the job or equivalent Maintenance (Internal | Air-conditioning Technician/Refrigeration Technician (MC 10, s. 2013 – Cat. II*) | Facilities Maintenance Section, Engineering Services Division |
| 5 | One (1) Administrative Aide VI (Air- conditioning Technician) | water meter 2. Inspects 3. Monitors 4. Trains ot 5. Conducts 6. Coordina 7. Checks a 8. Performs NAMRIAB- ADA6-14- 2004 Has the abil Preparedne: 1. Performs to ensure tt 2. Inspects 3. Conducts 4. Coordina 5. Checks a | rs to ensiplumbing status of hers and periodic tes with value other relative to periodic tes with value of the same of the same of the operat coolin RAC equitation of the operat coolin RAC equitation of the operation of the ope | re its pro equipment plumbing identifies inspection various state fire and ated tasks. Php 15,524.00 form / ex saster Ma ation main g equipment, fa inspection various state fire and ation exists. | per maintenance ant, facilities to determine an akeholders on the safety equipment is as deemed necess. CSC Minimum Requirement Competency-Based Qualification Standard Competency Compe | and care. Permine and note repair unit/office and implen einforce section's tech d to assess hazards, ri emergency preparedne to ensure that it is ope ssary by the division ch High School Graduate or Completion of relevant vocational/trade courses | work needed. nents preventive inical competency sks within NAMRI ses and disaster in erational and serv ief/immediate su One (1) year of releveant experience Preferably with experience in in air- conditioning/ refrigeration works es : 1.) Building North in and air-conditionings in an air-conditionings in an air-conditionings in an air-condit | maintenance of each A. hanagement prograticeable. pervisor. Four (4) hours of relevant training Preferably with TESDA training relevant to the job or equivalent Maintenance (International Control of the Prograticeable | Air- conditioning Technician/ Refrigeration Technician (MC 10, s. 2013 – Cat. II*) mediate) 2.) En | Facilities Maintenance Section, Engineering Services Division |

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

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

5.6 Service Record*

5.8 Certificate of Award/

awarding bodies *

HRMS (signature)

Recognition conferred by

recognized and prestigious

5.5 Certificate/s of

Attended*

* If applicable

Previous Employment*

5.7 Certificates of Trainings

5.7.1 Applicant's Qualification

form (for Outsider)

5.6 Service Record*

awarding bodies *

Award/Recognition conferred

by recognized and prestigious

5.8 Certificate of

HRMS (signature)

5.5 Certificate/s of

Attended*

* If applicable

Previous Employment*

5.7 Certificates of Trainings

5.7.1 Applicant's Qualification

form (for Outsider)