

Map your Future with us!

The NATIONAL MAPPING and RESOURCE INFORMATION AUTHORITY (NAMRIA) an attached government agency of the

LIST OF VACANT POSITIONS as of APRIL 2018
RESOURCE DATA ANALYSIS BRANCH - (9) Vacant Position/s

No.		POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
1	CSC Minimum Requirement	One (1) Administrative Aide VI (Clerk III)	NAMRIAB-ADA6-14-2014	SG 6	Php 14,340.00	Completion of two (2) years studies in college	1 year of relevant experience	4 hours of relevant training	CS Sub-Professional 1st Level of Eligibility	Office of the Dir., RDAB
	Competency-Based Qualification Standard									
	Technical Competencies required	Possesses basic technical competencies on: 1.) Remote Sensing Skills 2.) Environment and Natural Resource Data Analysis. Has the ability to perform/execute the following technical competencies: Clerical/Secretarial/Executive Assistance Skills								
	JOB DESCRIPTION:	1. Records and compiles documents received / released by the Office of the Director. 2. Disseminates client requests, memos and other documents to concerned divisions/units. 3. Schedules and coordinates meetings, appointments, travel arrangement. 4. Prepares minutes of meeting. 5. Drafts routine business correspondence for review of superior. 6. Coordinates with different units/offices and agencies concerning programs and activities for specific end-users and purposes. 7. Conducts research on policies, legislative measures, and ENR related concerns. 8. Performs other task related to clerical/ secretarial/ executive assistance.								
2	CSC Minimum Requirement	One (1) Remote Sensing Technologist II	NAMRIAB-RST2-4-1998	SG 15	Php 29,010.00	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	CS (Prof.) Second Level Eligibility	Land Resource Data Analysis Division
	Preferably graduate of Natural/ Physical Sciences or Engineering and other related courses					Preferably in application of Remote Sensing & GIS, natural resource surveys and related fields	Preferably in Remote Sensing, GIS and basic GPS training			
	Competency-Based Qualification Standard									
	Technical Competencies required	Has the ability to perform/execute the following technical competencies: 1.) Surveying and Mapping 2.) Remote Sensing Skills 3.) Environment and Natural Resource Data Analysis								
	JOB DESCRIPTION:	1. Gathers remotely sense data and ENR related data for land cover mapping. 2. Assists in pre-processing and digital interpretation of satellite imageries to generate land cover maps. 3. Assists in the field validation and accuracy assessment of land cover data. 4. Assists in the preparation of preliminary and final land cover map and generation of statistics. 5. Assists in the preparation of map layouts. 6. Conducts research related to the land cover mapping. 7. Performs other related task as may be assigned by superiors.								

No.		POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
3	CSC Minimum Requirement	One (1) Senior Remote Sensing Technologist	NAMRIAB-SRST-7-1998	SG 18	Php 38,085.00	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	CS (Prof.) Second Level Eligibility	Physiography and Coastal Resources Division
	Preferably graduate of BS Marine Biology or BS Natural/ Physical Sciences or Engineering and other related courses					Preferably in the application of Remote Sensing and GIS, natural resource surveys and related fields and supervisory capacity	Preferably in managerial/ supervisory courses, Remote Sensing, and GIS undertaken within the last 5 years			
	Competency-Based Qualification Standard									
	Technical Competencies required	Advance/Supervisory technical competencies on: 1.) Surveying and Mapping 2.) Remote Sensing Skills 3.) Environment and Natural Resource Data Analysis								
	JOB DESCRIPTION:	1. Assists in the preparation of project folder. 2. Verifies and ensures the fidelity of gathered remotely-sensed and Environment and Natural Resources (ENR) related data relevant to coastal resource mapping. 3. Conducts pre-processing and digital interpretation of satellite imageries to generate Coastal Resource Map. 4. Conducts field validation and assessment survey of coastal resources, including identification of coral genera and seagrass species. 5. Performs accuracy assessment and analysis of the data gathered in the field. 6. Prepares final coastal resource maps and generates statistics. 7. Conduct research activities related to remote sensing application on Coastal Resource Mapping. 8. Performs other related task as may be assigned by superiors.								
4	CSC Minimum Requirement	One (1) Remote Sensing Technologist II	NAMRIAB-RST2-34-1998	SG 15	Php 29,010.00	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	CS (Prof.) Second Level Eligibility	Physiography and Coastal Resources Division
	Preferably graduate of BS Marine Biology or BS Natural/ Physical Sciences or Engineering and other related courses					Preferably in the application of Remote Sensing and GIS, natural resource surveys and related fields	Preferably in Remote Sensing, GIS and basic GPS training			
	Competency-Based Qualification Standard									
	Technical Competencies required	Has the ability to perform/execute the following technical competencies: 1.) Surveying and Mapping 2.) Remote Sensing Skills 3.) Environment and Natural Resource Data Analysis								
	JOB DESCRIPTION:	1. Gathers remotely sensed and Environment and Natural Resources (ENR) related data relevant to coastal resource mapping. 2. Assists in the pre-processing and digital interpretation of satellite imageries to generate coastal resource map. 3. Assists in the field validation and assessment surveys of coastal resources, including identification of coral genera and seagrass species. 4. Assists in the conduct of accuracy assessment and analysis of the data gathered in the field. 5. Assists in the preparation of preliminary and final coastal resource maps and generation of statistics. 6. Assists in the research activities related to remote sensing application on coastal resource mapping. 7. Performs other related task as may be assigned by superiors.								

[illegible]

No.		POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
7	CSC Minimum Requirement	Two (2) Remote Sensing Technologist II	NAMRIAB-RST2-39-1998/ NAMRIAB-RST2-35-1998	SG 15	Php 29,010.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	CS Professional (2nd Level of Eligibility)	Land Classification Division
	Competency-Based Qualification Standard					Preferably graduate of Natural/ Physical Sciences or Engineering and other related courses	Preferably in the application of remote sensing and GIS, natural resource surveys of related fields	Preferably in Remote Sensing and GIS and basic GPS training		
	Technical Competencies required	Has the ability to perform/execute the following technical competencies: 1) Surveying and Mapping 2) Remote Sensing Skills 3) Environment and Natural Resource Data Analysis								
	JOB DESCRIPTION:	1. Gathers and compiles thematic information needed in the conduct of land classification surveys and mapping. 2. Assists in the conduct of field survey and mapping for land classification and other related activities. 3. Assists in the demarcation and establishment of concrete monuments on the boundaries between classified forestland and areas for agricultural purposes. 4. Assists in the preparation of survey returns pertaining to land classification and related surveys in accordance with the established standards. 5. Assists in the preparation of final land classification map and survey reports 6. Assists in the preparation/plotting of technical description in support to legislative measure relative to land classification. 7. Conducts research on land classification and related studies. 8. Performs other related task as may be assigned by superiors.								
8	CSC Minimum Requirement	One (1) Administrative Aide VI (Clerk III)	NAMRIAB-ADA6-20-2004	SG 6	Php 14,340.00	Completion of two (2) years studies in college	1 year of relevant experience	4 hours of relevant training	CS Sub-Professional (1st Level of Eligibility)	Land Classification Division
	Competency-Based Qualification Standard									
	Technical Competencies required	Possesses basic technical competencies on: 1) Remote Sensing Skills 2) Environment and Natural Resource Data Analysis. Has the ability to perform/execute the following technical competencies: 1) Clerical/ Secretarial/ Executive Assistance Skills								
	JOB DESCRIPTION:	1. Records and compiles documents received / released by the Division. 2. Schedules and coordinates meetings, appointments, travel arrangement. 3. Prepares minutes of meeting. 4. Coordinates with different units/offices and agencies concerning programs and activities for specific end-users and purposes. 5. Conducts research on policies, legislative measures, and ENR related concerns. 6. Performs other task related to clerical/ secretarial/ executive assistance.								
				***	NOTHING FOLLOWS		***			



Map your Future with us!

NAMRIA-HRM-NRPS-FORM1.1-REV. 1

The National Mapping and Resource Information Authority (NAMRIA), an attached agency of the Department of Environment and Natural Resources, is mandated to act as the central mapping agency of the Philippine government. By 2020, NAMRIA's vision is to be a center of excellence, building a geospatially-empowered Philippines.

APPLICATION GENERAL GUIDELINES

1. The required documents shall be submitted in **HARD AND ELECTRONIC COPIES**. The hard copy shall be placed in a **long brown envelope** and shall be submitted to the Human Resource Management Section. Digital copies shall be emailed to **hrms@namria.gov.ph**.
2. The original copy of photocopied document shall be presented to HR for authentication.
3. 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 abovementioned email address with **APPLICATION FOR (POSITION- DIVISION)** as email subject.
4. All applicants shall be required to submit the **APPLICATION CHECKLIST** (included in posting attachment)
5. Only applications submitted on time and with complete documentary requirements shall be accepted.
6. Applications shall only be **accepted from 1:00PM to 5:00PM**.
7. The Personal Data Sheet (PDS) and other documentary requirements shall only be used for the position applied for. Applicants may apply for a **maximum of three (3) positions**.
8. A **Client Request Form** shall be accomplished for any correction in the PDS or provision of additional attachment to submitted application.
9. The application documents in hard and digital 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.

For queries, applicants may contact HRMS at 8105458



LIST OF VACANT POSITIONS as of APRIL 2018

NAMRIA-HRM-NMSP-FORM3-REV. 0

Map your Future with us.

The National Mapping and Resource Information Authority (NAMRIA), an attached agency of the Department of Environment and Natural Resources, is mandated to act as the central mapping agency of the Philippine government. By 2020, NAMRIA's vision is to be a center of excellence, building a geospatially-empowered Philippines.

All **qualified applicants** are invited to **submit the following application documents to the Human Resource Management Section (HRMS), 2F NAMRIA Main Bldg., Lawton Ave. Fort Andres Bonifacio, Taguig City, and email electronic copy at hrms@namria.gov.ph**

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

Dr. PETER N. TIANGCO, CESO I
Administrator, NAMRIA

2. Properly accomplished Personal Data Sheet (CS Form 212 Revised 2017); NAMRIA employees are required to update their Electronic PDS (EPDS) account in <http://192.168.8.16/epds>;

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. Application Documents: Photocopies of Certificates of Trainings Attended; Certificate/s of Previous Employment; Civil Service Commission-Authenticated Career Service Eligibility (as needed); Photocopy of Valid Professional Regulation Commission (PRC) License (as needed); and

6. Photocopies of College Diploma and Transcript of Records (TOR).

Deadline of submission is on: **APR 24 2018**.

APR 10 2018

Posted Date: _____

Posted by: _____

1st Validation (5th day of posting) by: _____

2nd Validation (10th day of posting) by: _____

LOVP- 2018-0003

Concepcion A. Bringas
CONCEPCION A. BRINGAS
Chief, Administrative Division

Peter N. Tiangco
USEC PETER N. TIANGCO, PhD.
Administrator



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 *

* If applicable

HRMS (signature)



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
- ☐ 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 *

* If applicable

HRMS (signature)



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 *

* If applicable

HRMS



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
- ☐ 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 *

* If applicable

HRMS