

TO ALL QUALIFIED APPLICANTS FOR SN3 POSITION PLEASE BE REMINDED OF THE FOLLOWING:

- **ALL APPLICANTS** are required to submit the:
 - **HARDCOPY** of pertinent documents at HRMS;
 - Email **ELECTRONIC COPY** of their application and pertinent documents at namria.hrms@gmail.com
- The following are the **PERTINENT DOCUMENTS**:
 - **Application Letter** addressed to Dr. Peter N. Tiangco, Administrator, NAMRIA
 - Duly accomplished **Personal Data Sheet (PDS)(CS Form 212 Revised 2017)**
 - **Work Experience Sheet (Attachment to CS Form No. 212).**
 - **Performance Evaluation System (PES) Form** for the last two (2) recent periods (if applicable)
 - Photocopies of the following:
 - a) **Vocational/College/Masteral Diploma**
 - b) **Transcript of Records (TOR)**
 - c) **Trainings Certificate/s Attended**
 - d) **Service Record / Certificate/s of Previous Employment (COE)**
 - e) **CSC-Authenticated Career Service Eligibility or Valid Professional Regulation Commission (PRC) License**
- 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.
- **OUTSIDER APPLICANTS** are also required to email their **Applicant Qualification (AQ) Form** at namria.hrms@gmail.com. AQ is downloadable at: <http://www.namria.gov.ph/downloads/hr/applicantqualificationform.xlsx>.
- **NAMRIA EMPLOYEES** are required to **UPDATE** their **ELECTRONIC PDS (EPDS)**. **ONLY** their **PES Form** and **WORK EXPERIENCE SHEET ARE REQUIRED TO BE EMAILED** to mentioned email address.
- **PRIOR APPLICANTS** are **REQUIRED TO PASS** their **UPDATED DOCUMENTS**. They may secure their old application at the HRMS.
- **ONLY QUALIFIED APPLICANTS** who **SUBMITTED COMPLETE DOCUMENTS** shall proceed with the deliberation process.



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 AUGUST 2017
(ENLISTED PERSONNEL)
HYDROGRAPHY BRANCH - (15) Vacant Positions

No.	Position	Unique Item No.	Salary Grade	Monthly Salary	Relevant Education	Relevant Work Experience	Relevant Training	Eligibility	Place of Assignment
1	Seaman 3rd Class (SN3)	Not Applicable		Php 21, 394.00 (additional allowance if assigned to survey vessel or detached field survey)	Have completed at least 72 units in college or have graduated a two-year associate or vocational course (preferably courses related to Marine Engineering and other related engineering courses)	None Required	None Required	CS Sub-Professional Eligibility or TESDA Certificate	SSD/HB
	Technical Competencies	1. Engine operation and maintenance, 2. Refrigeration and airconditioning, 3. Deck machineries and equipment operation and maintenance, 4. Driving and/or automechanic skills, 5. Fabrication & welding skills, 6. Electrical and/or electronics skills, 7. Diving skills							
	Job Description:	1. Performs duties as oiler/wiper, 2. Operates & maintains the propulsion & other systems in the engine room, sewage, lighting, air conditioning & water systems, 3. Assists in the repair and overhaul of engines & equipment, 4. Performs engine watchkeeping, 5. Keeps the engine room clean, tidy & regularly painted, 6. Records data/events in Engine Log, 7. Assists in maintenance of deck machinery, 8. Assists in bulk fuel and ballast water transfers, 9. Assists in the operation of the ship's boats, service vehicles, cargo loading/discharging gear & safety systems							
2	Seaman 3rd Class (SN3)	Not Applicable		Php 21, 394.00 (additional allowance if assigned to survey vessel or detached field survey)	Have completetd at least 72 units in college or have graduated a two-year associate or vocational course (preferably courses related to Electronics / Electrical Technology or related engineering courses)	None Required	None Required	CS Sub-Professional Eligibility or TESDA Certificate	SSD/HB
	Technical Competencies	1. Radio and computer operations, 2. Instrumentation & calibration, 3. Document & records control management							
	Job Description:	1. Assists in preparing, sending and receiving messages and other forms of communication, 2. Monitors, collects & reports weather updates from various agencies, 3. Assists in the implementation of preventive maintenance plan of scientific equipment, software, navigation & communications equipment, 4. Assists in preparing & securing survey equipment, 5. Assists in data acquisition and processing, 6. Prepares/safekeeps documents and records							

3	Seaman 3rd Class (SN3)	Not Applicable	Php 21, 394.00 (additional allowance if assigned to survey vessel or detached field survey)	Have completed at least 72 units in college or have graduated a two-year associate or vocational course (preferably courses related to Health Science and Hotel and Restaurant Management)	None Required	None Required	CS Sub-Professional Eligibility or TESDA Certificate	SSD/HB
	Technical Competencies	1. Food preparation, service and handling, 2. Housekeeping						
	Job Description:	1. Cleans all tables, chairs, galley tools & equipment, 2. Mops & polishes floor, 3. Cleans all comfort rooms, laundry equipment and cabin, 4. Assists in food preparation, service and handling, 5. Washes all beddings, rugs and other cleaning tools, 6. Disposes garbage						
4	Seaman 3rd Class (SN3)	Not Applicable	Php 21, 394.00 (additional allowance if assigned to survey vessel or detached field survey)	Have completed at least 72 units in college or have graduated a two-year associate or vocational course (preferably courses related to Marine Transportation and other related courses)	None Required	None Required	CS Sub-Professional Eligibility or TESDA Certificate	SSD/HB
	Technical Competencies	1. Deck installations operation and maintenance, 2. Quartermaster and navigation support, 3. Carpentry works						
	Job Description:	1. Assumes quartermaster and navigational watch duties, 2. Maintains various deck installations, hull & other parts of the ship, 3. Assists in operation of various deck installations, 4. Assists in undocking, docking & anchoring of vessel, 5. Assists in deployment of survey platforms, scientific and emergency equipment, 6. Assists in cargo handling and stowage						

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

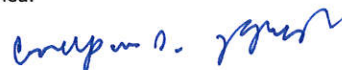
2. Properly accomplished Personal Data Sheet (CS Form 212); (Email PDS in MS Excel format at hrms@namria.gov.ph. PDS downloadable at csc.gov.ph)

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

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

5. Deadline of submission is on: SEP 14 2017

For the purpose of certifying the authenticity of photocopied documents, applicants are advised to present their ORIGINAL copies only to an authorized HR Management Officer. Any submissions beyond the specified deadline shall no longer be accepted and considered by the HRMS. Only those who submitted COMPLETE documents will be screened.



CONCEPCION A. BRINGAS
Chief, Administrative Division

Approved by:

Posted by:

Location:

Date: AUG 30 2017

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

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

HRMS CTRL No.: JH-2017-0007


Dr. PETER N. TIANGCO, CESO I
Administrator