



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.

LIST OF VACANT POSITIONS as of SEPTEMBER 2016

SUPPORT SERVICES BRANCH - 1 Vacant Position

No.	Position	Unique Item No.	Salary Grade	Basic Salary per Month	Relevant Education	Relevant Work Experience	Relevant Training	Eligibility	Place of Assignment
	One (1) Director II	NAMRIAB-DIR2-2-1998	SG 26	Php 67,690.00	Master's Degree or Certificate in Leadership and Management from the CSC	Five (5) years of supervisory/management experience	120 hours* of supervisory/management learning and development intervention undertaken within the last 5 years	CS Professional (2nd Level Eligibility)	Office of the Director, Support Services Branch

JOB DESCRIPTION:

1. Assists the Administrators in the development of organization-wide or department-wide goals, objectives, policies and procedures in achieving the Agency's mandate.
2. Ensures that the Administrator is kept fully informed on the condition of the agency and about any trends, events, or emerging issues of significance to the agency's success.
3. Responsible for providing direction and management of the Policy and Planning Division, Administrative Division, Financial Management Division, and Engineering Services Division efficiently and effectively.
4. Continuously improve Support Services Branch programs and services by spearheading the formulation of new policies; update procedures; install systems and evaluate results.
5. Achieves financial objectives by anticipating requirements; submitting information for budget preparation; scheduling expenditures; monitoring costs; analyzing variances.

** Ratio of management to technical training for positions with duties involving the practice of profession or which belongs to the same occupational group where practice of profession is required or those considered highly technical/specialized provided for in CSC MC No. 14, s. 2014, and Items 8 and 9 of CSC MC No. 5, s. 2016*

- NOTHING FOLLOWS -



LIST OF VACANT POSITIONS as of SEPTEMBER 2016

NAMRIA-HRM-NRPS-FORM1-REV. 1

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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 (PDS) (CS Form 212); *NAMRIA employees are required to update their Electronic PDS (EPDS) account in <http://192.168.8.16/epds>.*

3. Photocopies of two (2) recent Individual Performance Commitment and Review (IPCR) Form (for government employees)/ CESPES Rating;

4. 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

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

6. Deadline of submission is on: OCT 20 2016.

* To access the EPDS, applicants shall use their Zimbra Account (Username and Password). For queries applicants may contact the HRMS at 8105456

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.

Furthermore, **prior applicants are required to email their updated PDS (in MS Excel format) and additional supporting documents at the hrms@namria.gov.ph** for deliberation purposes.

Approved by:

Dr. PETER N. TIANGCO, CESO I

Administrator

Posted by: _____

Date: OCT 07 2016

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

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

LOVP-2016-0009