



## LIST OF VACANT POSITIONS as of March 2021

NAMRIA-RSP-Form03 Rev02

*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 email at [hrmsrecruitment@namria.gov.ph](mailto:hrmsrecruitment@namria.gov.ph) the **original scanned copies** of the following application documents (per position applied for)

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

**Usec. PETER N. TIANGCO, PhD, CESO I**  
**Administrator, NAMRIA**

b. Properly accomplished **Personal Data Sheet** (CS Form 212 Revised 2017) duly subscribed and sworn to by the authorized administering officer; NAMRIA employees are required to update their Electronic PDS (EPDS) account

c. **Work Experience Sheet** (CS Form No. 212 Attachment - Work Experience Sheet) ([csc.gov.ph](http://csc.gov.ph))

d. Two (2) recent **CESPEs Rating** or its equivalent (for government/private employees); and

e. Other **Application Documents**:

e.1) Certificate of Trainings  
Attended;

e.3) Authenticated Certificate of Eligibility  
issued by the CSC or CESB as applicable;

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

e.2) Certificate/s of Previous  
Employment;

e.4) Valid Professional License issued by  
PRC/SC/ MARINA/ authorized regulatory  
agencies (as needed); and

2. The **original and photocopy** of the scanned documents shall be presented for HR authentication upon request of the HR Officer.

2.a The photocopy of documents shall be placed in a **long brown envelope with the Application Checklist** (See posting attachment)

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 [hrmsrecruitment@namria.gov.ph](mailto:hrmsrecruitment@namria.gov.ph) with **APPLICATION FOR (POSITION- DIVISION)** as email subject.

4. Only applications submitted on time and with **COMPLETE DOCUMENTARY REQUIREMENTS** shall be **considered**.

5. The Scanned documentary requirements submitted shall only be used for the position applied for. A maximum of three (3) positions can be applied by the applicants.

6. 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.

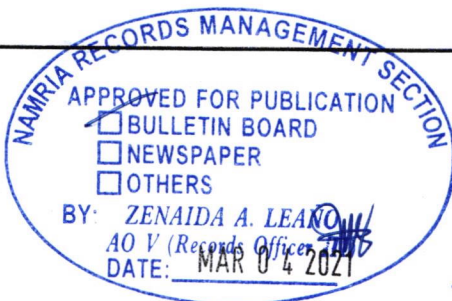
7. **DEADLINE OF APPLICATION:** MAR 15 2021

For queries, applicants may contact HRMS at 88105458

  
**ATTY. JESSIE M. RACIMO**  
OIC Chief, Administrative Division

  
**Usec. PETER N. TIANGCO, PhD, CESO I**  
Administrator

LOVP-2021-0002 -AO






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**LIST OF VACANT POSITIONS as of MARCH 2021**  
**OFFICE OF THE ADMINISTRATOR - (1) Vacant Position/s**


OFFICE OF THE ADMINISTRATOR (1) 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) Deputy Administrator II	NAMRIAB-DTYAD2-1-2014	28	142,683.00	CSC Minimum Requirement	Bachelor's Degree	Three (3) years Supervisory Experience	None Required	Career Service Executive Eligibility (CSEE) / Career Executive Service (CES)	Office of the Administrator
				Competency-Based Qualification Standard						
		Technical Competencies required	Possesses Leadership Competencies on: Strategic and Critical Thinking ; Leading in a Continuously Changing Environment; Empowering/Developing Others to Establish Collective Accountability for Results; Linking and Networking for Productive Partnership; Planning/Organizing for Greater Impact and Driving Performance for Integrity and Service.							
	Job Description:	1. Assists the Administrator in the general management of NAMRIA's Operation. 2. Supervises, coordinates and provides direction to line departments, special projects and offices assigned to his/her control by authority of the Administrator. 3. Supervises coordination activities between two or more branches. 4. Performs other duties as maybe directed by the Administrator from time to time.								
			***	NOTHING FOLLOWS			***			



	APPLICATION CHECKLIST
NAMRIA-RSP-Form04 Rev02	
<p><b>Checklist shall be submitted to HRMS for their verification</b></p> <div style="display: flex; flex-direction: column; gap: 10px;"> <div><input type="checkbox"/> 1. Application Letter (indicating the position being applied for and its corresponding item number)</div> <div><input type="checkbox"/> 2. PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017); csc.gov.ph</div> <div><input type="checkbox"/> 3. Work Experience Sheet (CSC Form No. 212)* (csc.gov.ph)</div> <div><input type="checkbox"/> 4. Photocopies of two (2) recent Individual Performance Commitment and Review (IPCR) Form (for government employees)</div> <div>5. Photocopies of the following:</div> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> 5.1 College/High school Diploma             </div> <div style="width: 50%;"> <input type="checkbox"/> 5.2 Transcript of Records (TOR)             </div> <div style="width: 50%;"> <input type="checkbox"/> 5.3 Valid Professional Regulation Commission (PRC) License*             </div> <div style="width: 50%;"> <input type="checkbox"/> 5.4 CSC - Authenticated Career Service Eligibility*             </div> <div style="width: 50%;"> <input type="checkbox"/> 5.5 Certificate/s of Previous Employment*             </div> <div style="width: 50%;"> <input type="checkbox"/> 5.6 Service Record*             </div> <div style="width: 50%;"> <input type="checkbox"/> 5.7 Certificates of Trainings Attended*             </div> <div style="width: 50%;"> <input type="checkbox"/> 5.8 Certificate of Award/ Recognition conferred by recognized and prestigious awarding bodies *             </div> <div style="width: 50%;"> <input type="checkbox"/> 5.7.1 Applicant's Qualification form (for Outsider)             </div> </div> </div> <p style="font-size: 0.8em;">* If applicable</p> <div style="text-align: right; margin-top: 10px;">             _____              HRMS (signature)         </div>	

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