



# LIST OF VACANT POSITIONS as of (SEPTEMBER 2024)

NAMRIA-RSP-Form03 Rev06

**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. 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** 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); NAMRIA employees are required to update their Electronic PDS (EPDS) account

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

d. Two (2) recent **Individual Performance Commitment and Review (IPCR)** Form or its equivalent (for government employees); and

e. Other **Application Documents**:

- e.1) Certificates of Trainings Attended;
- e.2) Certificate/s of Previous Employment;
- e.3) Authenticated Certificate of Eligibility issued by the CSC or CESB (as needed);
- e.4) Valid Professional License issued by PRC/SC/MARINA/ authorized regulatory agencies (as needed);
- e.5) College Diploma and Transcript of Records (TRD);
- e.6) Service Record (for government employees); and
- e.7) Certificate of Award/ Recognition conferred by NAMRIA and other recognized and prestigious awarding bodies.

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, in excel format, along with the required documents.

4. The email subject or title shall follow this format: **APPLICATION FOR <POSITION TITLE>\_<ITEM NUMBER>\_<Division/Branch><Full Name of Applicant>** (e.g. APPLICATION FOR ADMINISTRATIVE OFFICER II\_NAMRIAB-ADOF2-17-2005\_AD/SSB Maria Natividad)

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

6. 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.

7. The submitted application documents (hard and electronic copies) shall be solely used for recruitment purposes and 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:** SEP 30 2024

For queries, applicants may contact HRMS at 88105458

*\*Pursuant to CSC MC No. 07, s. 2014, Person with Disabilities (PWDs) are encouraged to apply.*



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

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



*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. Our vision is to be the center of excellence, building a geospatially-empowered Philippines.

**LIST OF VACANT POSITIONS as of SEPTEMBER 2024  
GEOSPATIAL INFORMATION SYSTEMS MANAGEMENT BRANCH (GISMB) - ( 2 ) 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	<b>One (1) Information Officer IV</b>	NAMRIAB-INFO4-2-1998	SG 22	PHP 74,836.00	CSC Minimum Requirement	Bachelor's degree relevant to the job	Three (3) years of relevant experience	Sixteen (16) hours of relevant training	CS Professional Second Level Eligibility	Geospatial Information Services Division (GISD)
	<b>Technical Competencies required</b>	<b>Has the ability to perform/execute technical competencies on: 1) Client Service, 2) Geomatics Training Management, 3) Media Production, 4) Information, Education, and Communication (IEC) and Partnership Management, and 5) Archiving</b>								
	<b>Job Description:</b>	1. Formulates plans and policies for packaging, exchange, and provision of geospatial information products and services. 2. Monitors the operation of the NAMRIA Geomatics Training Center. 3. Monitors and approves NAMRIA's media production projects and activities. 4. Formulates IEC and partnership plans and policies and approves IEC campaigns. 5. Plans and monitors the operation of the archival system/project and activities. 6. Performs other related tasks as may be deemed necessary to carry out the above-mentioned activities.								
2	<b>One (1) Data Controller II</b>	NAMRIAB-DCTL2-15-2014	SG 08	PHP 20,534.00	CSC Minimum Requirement	Completion of two (2) years studies in college or High School Graduate with relevant vocational/ trade course	One (1) year of relevant experience	Four (4) hours of relevant training	CS Sub-Professional First Level Eligibility/Data Encoder	Geospatial Database Management Division (GDMD)
	<b>Technical Competencies required</b>	<b>Has the ability to perform/execute technical competencies on Database Build-up and Integration and possesses basic technical competency on System Research and Analysis</b>								
	<b>Job Description:</b>	1. Verifies the build-up of spatial and/or operations - support databases. 2. Assist in the conduct of system research and analysis activities. 3. Performs other related tasks as may be deemed necessary to carry out the above-mentioned activities.								
<b>*** NOTHING FOLLOWS ***</b>										