



LIST OF VACANT POSITIONS as of SEPTEMBER 2020

NAMRIA-RSP-Form01 Rev01

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 hmsrecruitment@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
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) (csc.gov.ph)

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

e. Other **Application Documents**:

e.1) Certificates of Trainings
Attended;

e.2) Certificate/s of Previous
Employment;

e.3) Civil Service Commission-Authenticated
Career Service Eligibility (as needed);

e.4) Valid Professional Regulation
Commission (PRC) License (as needed); and

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

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 hmsrecruitment@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.

SEP 14 2020

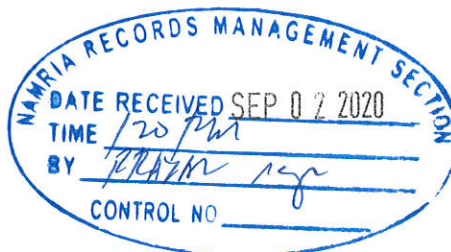
8. **DEADLINE OF APPLICATION:** _____

For queries, applicants may contact HRMS at 88105458


CONCEPCION A. BRINGAS
Chief, Administrative Division


Usec. PETER N. TIANGCO, PhD
Administrator

LOVP 2020-006 (SSB, GISMB, HB, RDAB,)





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LIST OF VACANT POSITIONS as of SEPTEMBER 2020

SUPPORT SERVICES BRANCH (SSB) - 4 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) Administrative Aide VI	NAMRIAB-ADA6-6-2004	SG 06	Php 15,524.00	CSC Minimum Requirement	Completion of two (2) years studies in college	None required	None required	CS Sub-Professional 1st Level Eligibility	Human Resource Development Section (HRDS), Administrative Division
	Technical Competencies required	Has the ability to perform / execute the following technical competencies: 1.) Clerical / Secretarial / Executive Assistance Skills. Possesses basic technical competencies on: 1.) Learning and Development								
	Job Description:	1. Assists HRMOs in the preparation and administration of various personnel and training and development functions. 2. Implements record management processes for the HRMD as per ISO standards for faster retrieval of files. 3. Coordinates with different units/offices and agencies HRMD programs and activities for specific end-users and purposes. 4. Assists in the facilitation of the learning activity. 5. Encodes office correspondence for review of superior. 6. Performs other task related to Secretarial / Executive Assistance / Committee support as deemed necessary by the division chief / immediate supervisor.								
2	One (1) Engineering Assistant	NAMRIAB-ENGAS-2-1998	SG 08	Php 17,505.00	CSC Minimum Requirement	Completion of two (2) years studies in college	One (1) year of relevant experience	Four (4) hours of relevant training	CS Sub-Professional 1st Level Eligibility	Transport Engineering Section, Engineering Services Division
	Technical Competencies required	Has the ability to perform / execute the following technical competencies : 1.) Building Maintenance 2.) Emergency Preparedness and Disaster Management 3.) Clerical / Secretarial / Executive Assistance Skills								
	Job Description:	1. Assists in the inspection and operation, maintenance and minor repair of motor vehicles ; and ensures maintenance of housekeeping tasks. 2. Demonstrates how to provide assistance to all emergency victims. 3. Conducts periodic inspections to determine and to assess hazards, risks within NAMRIA. 4. Checks all available fire and safety equipment to ensure that it is operational and serviceable. 5. Coordinates with different units / offices and agencies programs and activities for specific end - user and purposes. 6. Drafts routine business correspondence for review of superior. 7. Performs other related tasks as deemed necessary by the division chief/immediate supervisor.								
3	One (1) Administrative Assistant II (Plumber Foreman)	NAMRIAB-ADAS2-10-2004	SG 08	Php 17,505.00	CSC Minimum Requirement	High School Graduate; Completion of relevant vocational/ trade course	One (1) year of relevant experience	Four (4) hours of relevant training	Plumber (MC 10, s. 2013 – Cat. II*)	Facilities Maintenance Section, Engineering Services Division
	Technical Competencies required	Has the ability to perform / execute the following technical competencies : 1.) Building Maintenance (Advance) 2.) Emergency Preparedness and Disaster Management (Intermediate)								
	Job Description:	1. Maintains repair of water pipes, valve gates, hydrants and other simple plumbing works in toilets, sinks, fountains, faucets, showers and water meters to ensure its proper maintenance and care. 2. Inspects plumbing equipment, facilities to determine and note repair work needed. 3. Monitors status of plumbing equipment by the unit/office and implements preventive maintenance of each. 4. Trains others and identifies training needs to reinforce section's technical competency. 5. Conducts periodic inspections to determine and to assess hazards, risks within NAMRIA. 6. Coordinates with various stakeholders on the emergency preparedness and disaster management program. 7. Checks all available fire and safety equipment to ensure that it is operational and serviceable. 8. Performs other related tasks as deemed necessary by the division chief/immediate supervisor.								
4	One (1) Administrative Aide VI (Air-conditioning Technician)	NAMRIAB-ADA6-14-2004	SG 06	Php 15,524.00	CSC Minimum Requirement	High School Graduate or Completion of relevant vocational/trade courses	None required	None required	Air-conditioning Technician/ Refrigeration Technician (MC 10, s. 2013 – Cat. II*)	Facilities Maintenance Section, Engineering Services Division
	Technical Competencies required	Has the ability to perform / execute the following technical competencies : 1.) Building Maintenance (Intermediate) 2.) Emergency Preparedness and Disaster Management (Intermediate)								
	Job Description:	1. Performs the operation maintenance and minor repair of refrigeration and air-conditioning (RAC) equipment and other simple RAC works to ensure that cooling equipment are in good working condition at all times. 2. Inspects RAC equipment, facilities to determine and note repair work needed. 3. Conducts periodic inspections to determine and to assess hazards, risks within NAMRIA. 4. Coordinates with various stakeholders on the emergency preparedness and disaster management program. 5. Checks all available fire and safety equipment to ensure that it is operational and serviceable. 6. Performs other related tasks as deemed necessary by the division chief/immediate supervisor.								
*** NOTHING FOLLOWS ***										



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LIST OF VACANT POSITIONS as of SEPTEMBER 2020
GEOSPATIAL INFORMATION SYSTEM MANAGEMENT BRANCH (GISMB) - (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
	One (1) Administrative Aide VI (Clerk III)	NAMRIAB-ADA6-24-2004	SG 06	PHP 15,524.00	CSC Minimum Requirement	Completion of two (2) years studies in college	None Required	None Required	CS Sub-Professional First Level Eligibility	Geospatial System Development Division (GSDD)
1	Technical Competencies for assessment	Has the ability to perform / execute Basic Technical Competencies on: 1) Clerical/Secretarial/Executive Assistance Skills 2) Database Build-up and Integration and 3) System Research and Analysis								
	Job Description:	1. Drafts routine business correspondence and coordinates information with different units/offices and agencies programs 2. Assists in meetings and prepares minutes of the meeting. 3. Implements record management processes for the executive/office and maintains technical documentation 4. Operates word processing, spreadsheet and other data encoding software. 5. Digitizes analogue data and collects spatial and/or operations support data. 6. Researches the details in resolving issues, analyzes findings, prioritizes and categorizes alternatives. 7. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities								

***** NOTHING FOLLOWS *****



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**LIST OF VACANT POSITIONS as of SEPTEMBER 2020
HYDROGRAPHY BRANCH (HB) - (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) Cartographer IV	NAMRIAB-CGR4-1-1998	SG 15	PHP 32,053.00	CSC Minimum Requirement	Completion of two (2) years studies in college or High School graduate with relevant vocational/trade course	Three (3) years of relevant experience	16 hours of relevant training	CS Sub-Professional First Level Eligibility/ Cartographer (MC 10 s.2013)	Maritime Affairs Division (MAD)
	Technical Competencies for assessment	Has the ability to perform / execute the following technical competencies on: 1.) Management of Nautical Publications 2.) Maritime Boundary Delineation and Delimitation								
	Job Description:	1. Plans, programs, delegates tasks and evaluates performance, and monitors work outputs concerning data gathering and preparation of nautical publications. 2. Proofreads manuscript. 3. Validates information and recommends its approval. 4. Recommends approval of action on external information/reports. 5. Supervises the maritime affairs database. 6. Plans, programs, delegates tasks and evaluates performance, monitors work outputs concerning data gathering, processing, preparation of technical papers/reports and other related activities. 7. Validates information from survey, research and other activities. 8. Trains LGUs/clients in the delineation/delimitation of their municipal waters. 9. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.								
*** NOTHING FOLLOWS ***										



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RESOURCE DATA ANALYSIS BRANCH (RDAB) - (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) Administrative Aide VI (Clerk III)	NAMRIAB-ADA6-22-2004	SG 06	PHP 15,524.00	CSC Minimum Requirement	Completion of two (2) years studies in college	None Required	None Required	CS Sub-Professional First Level Eligibility	Geospatial Integration Division (GID)
	Technical Competencies for assessment	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 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 guidelines and policies on ENR related concerns. 6. Performs other task related to clerical/ secretarial/ executive assistance.								
*** NOTHING FOLLOWS ***										