



LIST OF VACANT POSITIONS as of FEBRUARY 2020 (JOB ORDER)

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.

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MAPPING AND GEODESY BRANCH (MGB)

No	Position	Monthly Salary	Relevant Education	Relevant Work Experience	Relevant Training	Eligibility	Place of Assignment
2	Two (2) Project Development Officer I	₱19,940.00	Bachelor's degree relevant to the job (preferably Engineering or any related course)	None required	None required	Preferably Licensed Geodetic or Civil Engineer	Cartography Division
JOB DESCRIPTION: 1. Assists in secondary data collection; 2. Performs digital conversion and compilation of collected data of the project; 3. Assist in the conduct of field validation/completion activities; 4. Assist in the conduct of research specifically in digitization of maps and imageries; 5. Provides other technical support in the compilation, layout and enhancement of maps; 6. Assists in the evaluation and review of project outputs; and 7. Perform other related tasks as may be deemed necessary to carry out the above mentioned activities.							
3	Two (2) Project Development Assistant II	₱16,051.00	Bachelor's degree relevant to the job (preferably IT or Engineering related course)	None required	None required	none required	Cartography Division
JOB DESCRIPTION: 1. Assists in secondary data collection; 2. Assists in digital conversion and compilation of collected data of the project; 3. Assist in the conduct of field validation/completion activities; 4. Assist in the conduct of research specifically in digitization of maps and imageries; 5. Provides other technical support in the compilation, layout and enhancement of maps; 6. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.							
1	One (1) Data Processor III	₱13,890.00	Bachelor's degree relevant to the job (Preferably computer course)	None required	None required	None required	Cartography Division
JOB DESCRIPTION: 1. Assists in secondary data collection; 2. Assists in digital conversion and compilation of collected data of the project; 3. Assist in the conduct of field validation/completion activities; 4. Assist in the reproduction of maps and images produces in the project. 5. Perform other related tasks as may be deemed necessary to carry out the above mentioned activities.							

1. All **qualified applicants** are invited to submit the following application documents in **HARD and ELECTRONIC copies** (per position applied for). Hard copies shall be submitted to the **Human Resource Management Section (HRMS), 2F NAMRIA Main Bldg., Lawton Ave. Fort Andres Bonifacio, Taguig City**, while electronic copy shall be emailed at hrmsrecruitment@namria.gov.ph

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. Photocopy of two (2) recent **Individual Performance Commitment and Review (IPCR)** Form (for government employees); and

e. Other **Application Documents**:

e.1) Photocopy of Certificates of Trainings Attended;

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

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

e.2) Certificate/s of Previous Employment;

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

2. The **original copy** of photocopied document shall be presented for HR authentication.

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

4. 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.

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

6. The Personal Data Sheet (PDS) and other documentary requirements submitted shall only be used for the position applied for. A maximum of three (3) positions can be applied for. **Applicants must submit one (1) set of documentary requirements for every position applied for.**

7. 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.

8. DEADLINE OF APPLICATION: MAR 02 2020

9. **Acceptance** of application shall be from **1:00 pm till 5:00 pm**.

For queries, applicants may contact HRMS at 8105458



CONCEPCION A. BRINGAS
Chief, Administrative Division



Usec. PETER N. TIANGCO, PhD
Administrator