



LIST OF VACANT POSITIONS as of FEBRUARY 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 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 **hrmsrecruitment@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 09 2020

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

For queries, applicants may contact HRMS at 88105458


CONCEPCION A. BRINGAS
Chief, Administrative Division


Usec. PETER N. TIANGCO, PhD
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. By 2020, our vision is to be the center of excellence, building a geospatially-empowered Philippines.

LIST OF VACANT POSITIONS as of FEBRUARY 2020
RESOURCE DATA ANALYSIS BRANCH - 4 Vacant Position/s

No.		POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
1	CSC Minimum Requirement	One (1) Supervising Remote Sensing Technologist	NAMRIAB-SVRST-4-1998	SG 22	Php 66,867.00	Bachelor's Degree relevant to the job	3 years of relevant experience	16 hours of relevant training	CS (Prof.) Second Level Eligibility	Physiography and Coastal Resources Division
	Competency-Based Qualification Standard					Preferably graduate of BS Marine Biology or BS Natural/ Physical Sciences or Engineering and other related courses	Preferably in the application of Remote Sensing and GIS, natural resource surveys and related fields and supervisory experience	Preferably in managerial/ supervisory courses, Remote Sensing, and GIS undertaken within the last 5 years		
	Technical Competencies required	Possesses technical competencies on: conduct of surveying, mapping, processing & analysis of coastal resources using Remote Sensing (RS) Technology and Geographic Information System (GIS)								
	JOB DESCRIPTION:	1. Assists the Division Chief in the preparation of the Section's project folders to ensure that all activities are aligned with agency's thrust and priorities. 2. Supervises the gathering of remotely-sensed and ENR related data on coastal resource to ensure integrity and quality of data. 3. Supervises the processing and classification/extraction of coastal resource using remote sensing data to ensure accuracy of results. 4. Supervises preliminary base/thematic mapping activities to ensure quality of maps/data. 5. Supervises validation surveys to insure proper implementation of procedures and evaluates field data including accuracy assessment. 6. Supervises the preparation of final maps and generation of statistics to assure quality of outputs. 7. Reviews and edits technical report on surveying and mapping projects/activities. 8. Supervises the conduct of research on ENR related data and applications to validate relevance and appropriateness of information. 9. Performs other task as may be assigned by superiors								
2	CSC Minimum Requirement	One (1) Administrative Aide VI (Clerk III)	NAMRIAB-ADA6-22-2004	SG 6	Php 15,524.00	Completion of two (2) years studies in college	1 year of relevant experience	4 hours of relevant training	CS Sub-Professional (1st Level of Eligibility)	GeoSpatial Integration Division
	Competency-Based Qualification Standard									
	Technical Competencies required	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.								

No.		POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment					
3	CSC Minimum Requirement	Two (2) Senior Remote Sensing Technologist	NAMRIAB-SRST-4-1998/ NAMRIAB-SRST-26-1998	SG 18	Php 42,159.00	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	CS Professional (2nd Level of Eligibility)	Land Classification Division					
	Competency-Based Qualification Standard					Preferably graduate of Natural/ Physical Sciences or Engineering and other related courses	Preferably in the application of remote sensing and GIS, natural resource surveys of related fields	Preferably in Remote Sensing and GIS and basic GPS training							
	Technical Competencies required	Advance/supervisory technical competencies on: 1) Surveying and Mapping 2) Remote Sensing Skills 3) Environment and Natural Resource Data Analysis													
	JOB DESCRIPTION:	1. Assists in the preparation of project folders. 2. Leads in the conduct of field survey and mapping for land classification. 3. Process and evaluates LC survey returns in accordance with the established standards. 4. Conducts quality/accuracy assessment of project outputs. 5. Prepares final land classification map and survey reports. 6. Conducts verification, analysis and prepares correspondences in response to clients requests and queries. 7. Leads in plotting and preparation of technical description activities in support to legislative measure relative to land classification. 8. Conduct research & development (R&D) related to land classification survey and mapping procedures. 9. Performs other related task as may be assigned by superiors.													
				***	NOTHING FOLLOWS	***									



APPLICATION CHECKLIST

Checklist shall be submitted to HRMS for their verification

- ☐ 1 Application Letter (indicating the position being applied for and its corresponding item number)
- ☐ 2 PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017); csc.gov.ph
- ☐ 3 Work Experience Sheet (CSC Form No. 212)* (csc.gov.ph)
- ☐ 4 Photocopies of two (2) recent Individual Performance Commitment and Review (IPCR) Form (for government employees)
- 5 Photocopies of the following:
 - ☐ 5.1 College/High school Diploma
 - ☐ 5.2 Transcript of Records (TOR)
 - ☐ 5.3 Valid Professional Regulation Commission (PRC) License*
 - ☐ 5.4 CSC - Authenticated Career Service Eligibility*
 - ☐ 5.5 Certificate/s of Previous Employment*
 - ☐ 5.6 Service Record*
 - ☐ 5.7 Certificates of Trainings Attended*
 - ☐ 5.8 Certificate of Award/Recognition conferred by recognized and prestigious awarding bodies *
 - ☐ 5.7.1 Applicant's Qualification form (for Outsider)

* If applicable

HRMS (signature)



APPLICATION CHECKLIST

Checklist shall be submitted to HRMS for their verification

- ☐ 1 Application Letter (indicating the position being applied for and its corresponding item number)
- ☐ 2 PERSONAL DATA SHEET (PDS) (CS Form 212 Revised
- ☐ 3 Work Experience Sheet (CSC Form No. 212)* (csc.gov.ph)
- ☐ 4 Photocopies of two (2) recent Individual Performance Commitment and Review (IPCR) Form (for government employees)
- 5 Photocopies of the following:
 - ☐ 5.1 College/High school Diploma
 - ☐ 5.2 Transcript of Records (TOR)
 - ☐ 5.3 Valid Professional Regulation Commission (PRC) License*
 - ☐ 5.4 CSC - Authenticated Career Service Eligibility*
 - ☐ 5.5 Certificate/s of Previous Employment*
 - ☐ 5.6 Service Record*
 - ☐ 5.7 Certificates of Trainings Attended*
 - ☐ 5.8 Certificate of Award/Recognition conferred by recognized and prestigious awarding bodies *
 - ☐ 5.7.1 Applicant's Qualification form (for Outsider)

* If applicable

HRMS (signature)



APPLICATION CHECKLIST

Checklist shall be submitted to HRMS for their verification

- ☐ 1 Application Letter (indicating the position being applied for and its corresponding item number)
- ☐ 2 PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017); csc.gov.ph
- ☐ 3 Work Experience Sheet (CSC Form No. 212)* (csc.gov.ph)
- ☐ 4 Photocopies of two (2) recent Individual Performance Commitment and Review (IPCR) Form (for government employees)
- 5 Photocopies of the following:
 - ☐ 5.1 College/High school Diploma
 - ☐ 5.2 Transcript of Records (TOR)
 - ☐ 5.3 Valid Professional Regulation Commission (PRC) License*
 - ☐ 5.4 CSC - Authenticated Career Service Eligibility*
 - ☐ 5.5 Certificate/s of Previous Employment*
 - ☐ 5.6 Service Record*
 - ☐ 5.7 Certificates of Trainings Attended*
 - ☐ 5.8 Certificate of Award/Recognition conferred by recognized and prestigious awarding bodies *
 - ☐ 5.7.1 Applicant's Qualification form (for Outsider)

* If applicable

HRMS (signature)



APPLICATION CHECKLIST

Checklist shall be submitted to HRMS for their verification

- ☐ 1 Application Letter (indicating the position being applied for and its corresponding item number)
- ☐ 2 PERSONAL DATA SHEET (PDS) (CS Form 212 Revised
- ☐ 3 Work Experience Sheet (CSC Form No. 212)* (csc.gov.ph)
- ☐ 4 Photocopies of two (2) recent Individual Performance Commitment and Review (IPCR) Form (for government employees)
- 5 Photocopies of the following:
 - ☐ 5.1 College/High school Diploma
 - ☐ 5.2 Transcript of Records (TOR)
 - ☐ 5.3 Valid Professional Regulation Commission (PRC) License*
 - ☐ 5.4 CSC - Authenticated Career Service Eligibility*
 - ☐ 5.5 Certificate/s of Previous Employment*
 - ☐ 5.6 Service Record*
 - ☐ 5.7 Certificates of Trainings Attended*
 - ☐ 5.8 Certificate of Award/Recognition conferred by recognized and prestigious awarding bodies *
 - ☐ 5.7.1 Applicant's Qualification form (for Outsider)

* If applicable

HRMS (signature)