



*Map your Future with us!*

NAMRIA-HRM-NRPS-FORM1.1-REV. 1

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 MAY 2017 (JOB ORDER)

### HYDROGRAPHY BRANCH (HB) 421 Barraca St., San Nicolas, Manila

No.	Position	Unique Item No.	Salary Grade	Monthly Salary	Relevant Education	Relevant Work Experience	Relevant Training	Eligibility	Place of Assignment
1	<b>One (1) Project Development Officer I</b>	Not Applicable		<b>P19,940.00</b>	Bachelor's degree relevant to the job (Preferably graduate of any Engineering, IT, Computer Science and other/ or science courses )	None Required	None Required	None Required (Preferrably CS Prof)	<b>Physical Oceanography Division (POD), HB</b>
<b>Job Description:</b> • Must be computer proficient • With excellent written and oral communication skills									
2	<b>Two (2) Project Development Assistant II</b>	Not Applicable		<b>P16,051.00</b>	Bachelor's degree relevant to the job (Preferably graduate of any four year technical or science courses)	One (1) year of relevant experience	Four (4) hours of relevant training	None Required (Preferrably CS Sub Prof)	<b>POD, HB</b>
<b>Job Description:</b> • Must be computer proficient • With excellent written and oral communication skills									
3	<b>Three (3) Project Development Assistant I</b>	Not Applicable		<b>P14,931.00</b>	Bachelor's degree relevant to the job (Preferably graduate of any four year technical or science courses)	None Required	None Required	None Required (Preferrably CS Sub Prof)	<b>POD, HB</b>
<b>Job Description:</b> • Must be computer proficient • With excellent written and oral communication skills									

All qualified applicants are invited to submit the following required application documents to the Human Resource Management Section (HRMS), 2F NAMRIA Main Bldg., Lawton Ave. Fort Andres Bonifacio, Taguig City and email electronic copy of documents at [hrms@namria.gov.ph](mailto:hrms@namria.gov.ph)/ [hr\\_pmds@yahoo.com](mailto:hr_pmds@yahoo.com)

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

**Dr. PETER N. TIANGCO, CESO I**  
Administrator, NAMRIA

2. Properly accomplished Personal Data Sheet (CS Form 212); (Email PDS in MS Excel format at [hrms@namria.gov.ph](mailto:hrms@namria.gov.ph). PDS downloadable at [csc.gov.ph](http://csc.gov.ph))

3. Application Documents: Photocopies of Certificates of Trainings Attended; Certificate/s of Previous Employment with corresponding Actual Duties and Responsibilities; Civil Service Commission Authenticated Career Service Eligibility (as needed); Photocopy of Valid Professional Regulation Commission (PRC) License (as needed); and

**4. Photocopies of College Diploma and Transcript of Records (TOR).**

**JUN 05 2017**

**5. Deadline of submission is on: \_\_\_\_\_.**

For the purpose of certifying the authenticity of photocopied documents, applicants are advised to present their ORIGINAL copies only to an authorized HR Management Officer. Any submissions beyond the specified deadline shall no longer be accepted and considered by the HRMS. Only those who submitted COMPLETE documents will be screened.



**CONCEPCION A. BRINGAS**  
Chief, Administrative Division

*Approved by:*

**Posted by:**

**Location:**

**Date:** **MAY 22 2017**

**1<sup>st</sup> Validation (5<sup>th</sup> day of posting) by:**

**2<sup>nd</sup> Validation (10<sup>th</sup> day of posting) by:**

**HRMS CTRL No.: JH-2017-0009**



**Dr. PETER N. TIANGCO, CESO I**  
Administrator