LIST OF VACANT POSITIONS as of (OCTOBER 2023)

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)

   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.3) Authenticated Certificate of Eligibility issued by the CSC or CESB (as needed);	e.5) College Diploma and Transcript of Records (TOR);
		e.6) Service Record (for government employees); and
e.2) Certificate/s of Previous Employment;	e.4) Valid Professional License issued by PRC/SC/MARINA/ authorized regulatory agencies (as needed);	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: OCT 2 3 2023

For queries, applicants may contact HRMS at 88105458

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

APPROVED FOR PUBLICATION
☑ BULLETIN BOARD
☐ NEWSPAPER
☐ OTHER
BY: Manuel G. Talamayan Jr.
OIC, Records Management Section
DATE: OCT 11 2023

ATTY. JESSIE M. RACIMO
Chief, Administrative Division

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

LOVP-2023-005 (GISMB and HB)

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LIST OF VACANT POSITIONS as of OCTOBER 2023
GEOSPATIAL INFORMATION SYSTEMS MANAGEMENT BRANCH (GISMB) - (5) 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	Two (2) Media Production Specialist III	NAMRIAB-MPXS3-3-1998 / NAMRIAB-MPXS3-4-1998	SG 18	PHP 46,725.00	CSC Minimum Requirement	Bachelor's degree relevant to the job	Two (2) years of relevant experience	Eight (8) hours relevant training	CS Professional Second Level Eligibility	Geospatial Information Services Division (GISD)
	Technical Competencies required				Has the ability to perform/execute technical competencies on: 1) Media Production 2) Information, Education, and Communication (IEC) and Partnership Management 3) Client Service 4) Geomatics Training Management 5) Archiving					
	Job Description:				1. Guides and coaches publications and media staff 2. Prepares guide questions and/or briefing materials needed during media interview of NAMRIA officials 3. Evaluates and edits media materials prepared by staff writers 4. Guides and coaches audio-visual media production staff 5. Performs advanced photography and videography and is proficient with major graphic software packages 6. Prepares briefing materials or presentations for use during press conferences and media briefings using appropriate software 7. Monitors the overall management of an IEC and partnership project by organizing and utilizing the resources wisely 8. Identifies issues and concerns that need to be addressed in managing an IEC and partnership project and recommends alternative courses of action 9. Prepares speeches, messages, talking points, and activity/event scripts 10. Conducts ocular inspection of venue and/or dry run 11. Establishes linkages and networks with other NAMRIA units/agencies/organizations 12. Conceptualizes proposals for events and activities 13. Conceptualizes system application for the delivery of efficient geospatial information services 14. Analyzes and prepares reports relevant to client services (i.e., sales reports, client profile, client perception, and needs assessment reports) 15. Serves as resource person on map sales operations management 16. Prepares and packages training proposals, Memorandum of Agreement/Terms of Reference, and other documents necessary for the operation of the GTC; 17. Assists in planning, monitoring, and evaluating archival projects and activities 18. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities.					
2	Two (2) Computer Maintenance Technologist II	NAMRIAB-CTMT2-4-2023 / NAMRIAB-CTMT2-3-1998	SG 15	PHP 36,619.00	CSC Minimum Requirement	Bachelor's degree relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	CS Professional Second Level Eligibility	Geospatial Information and Communications Technology Division (GICTD)
	Technical Competencies required				Has the ability to perform/execute technical competencies on: 1) Information and Communication Technology (ICT) Resource Management and possesses basic technical competencies on: 2) Database Build-up and Integration 3) System Research and Analysis 4) Data Base/System Management 5) Application Development					
	Job Description:				1. Conducts preventive and corrective maintenance of ICT resources 2. Assists in the monitoring and evaluating of ICT resources, projects and activities. 3. Installs, monitors, administers and secures the network system and other ICT resources and their performance. 4. Operates word processing, spreadsheet and other data encoding software 5. Collects ICT related data for the Information System Strategic Program (ISSP) 6. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities.					
3	One (1) Engineer II	NAMRIAB-ENG2-24-2023 / 1998	SG 16	PHP 39,672.00	CSC Minimum Requirement	Bachelor's degree in Engineering relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	RA 1080	Geospatial Information and Communications Technology Division (GICTD)
	Technical Competencies required				Has the ability to perform/execute technical competencies on: 1) Information and Communication Technology (ICT) Resource Management possesses basic technical competencies on: 2) Database Build-up and Integration 3) System Research and Analysis 4) Database/System Design 5) Application Development					
	Job Description:				1. Conducts preventive and corrective maintenance of ICT resources 2. Leads in the maintenance and installation of ICT resources 3. Assists in the monitoring and evaluating of ICT resources, projects and activities. 4. Installs, monitors, administers and secures the network system and other ICT resources and their performance. 5. Operates word processing, spreadsheet and other data encoding software 6. Collects ICT related data for the Information System Strategic Program (ISSP) 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 POSITION as of OCTOBER 2023
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 I**	NAMRIAB-CGR1-12-1998	SG 06	PHP 17,553.00	CSC Minimum Requirement	Completion of two (2) years studies in college or High School Graduate with relevant vocational/ trade course	None Required	None Required	CS Sub-Professional First Level Eligibility/ Cartographer (MC 10 s. 2013)	Nautical Charting Division (NCD)
	Technical Competencies required	**Has the ability to perform/execute technical competencies on: 1) Nautical Cartography**								
	Job Description:	1. Has knowledge of IHO Chart Standards and Specifications. 2. Identifies, verifies and applies chart corrections. 3. Processes raster backdrop and produces initial vector chart. 4. Gathers data and navigational information applicable to chart compilation and/or updating. 5. Knows how to convert file formats from paper chart to ENC. 6. Identifies non-essential features on the paper chart to be deleted on the ENC. 7. Creates cell boundary. 8. Sets metadata objects. 9. Perform other related tasks as deemed necessary by the division chief/immediate supervisor.								

*** NOTHING FOLLOWS ***

APPLICATION CHECKLIST

NAMRIA-RSP-Form04 Rev02

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)