

LIST OF VACANT POSITIONS as of (NOVEMBER 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: NOV 2 0 2023

For queries, applicants may contact HRMS at 88105458

| | Tor queries, applicants may contact rights at 60105156 | 3 |
|---|--|-------------------------------------|
| | *Pursuant to CSC MC No. 07, s. 2014, Person with Disabilities (PWDs) are encouraged to apply. | |
| | BULLETIN BOARD | ATTY. JESSIE M. RACIMO |
| | Z UNEWSPAPER | Chief, Administrative Division |
| | BY: Manuel G. Talamayan Jr. OIC, Records Management Section DATE: NOV 11 8 2023 | Usec. PETER N. TIANGCO, PhD, CESO I |
| | | Administrator |
| L | OVP-2023-007 (SSB) | • 3 |



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LIST OF VACANT POSITION as of NOVEMBER 2023 SUPPORT SERVICES BRANCH (SSB) - (2) Vacant Position/s

| | 5 | UPPOR | I SERVIC | LES BRANCH | | vacant ro. | 5101011/ 5 | | | | |
|---|---|---|---|--|---|---|---|---|--|--|--|
| POSITION | Unique Item No. | Salary Grade | Basic Salary per Month | Requirement | Education | Relevant Experience | Relevant Training | Eligibility | Place of Assignment | | |
| One (1) Accountant II (Anticipated Vacancy) | NAMRIAB- A2-2012 | SG 16 | PHP 39,672.00 | CSC Minimum Requirement | Bachelor's Degree in Commerce/ Business Administration major in Accounting | One (1) year of relevant experience | Four (4) hours of relevant training | RA 1080 | Accounting Section, Financial and Management Division (FMD) | | |
| Technical Competencies required | Has the ability to perform/execute technical competencies on: 1.) General Accounting 2.) Budget Preparation 3.) Budget Administration and Control 4.) Financial Audit 5.) Operations Audit | | | | | | | | | | |
| Job Description: | Reviews, verifies and analyzes account balances. Maintains inter-agency accounts reconciliation and makes necessary adjustments Verifies documents/reports for completeness in compliance with government and various oversight agencies. Prepares Work and Financial Plan (WFP) and Audit Program (AP), as well as draft internal policies, guidelines, and procedures. Conducts internal audit and draft findings and recommendations on corrective measures and/or actions on identified deficiencies and weaknesses in the financial management system. Assesses the completeness and reliability of the working papers and other requirements in the Internal Audit Report. | | | | | | | | | | |
| One (1) Administrative Officer II (HRMO I) (Anticipated Vacancy) | NAMRIAB- ADOF2-15- 2004 | SG 11 | PHP 27,000.00 | CSC Minimum Requirement | Bachelor's Degree relevant to the job | None Required | None Required | | Human Resource Management Section, Administrative Division (AD) | | |
| Technical Competencies required | Has the ability to perform/execute technical competencies on: 1.) Recruitment, Selection and Placement 2.) Compensation, Benefits, and Welfare Administration 3.) Learning and Development | | | | | | | | | | |
| Job Description: | Assists in performing Recruitment, Selection and Placement process to ensure that applicants meet the NAMRIA preferred requirements Conducts initial evaluation of applicant's documents based on job specifications and assists in preparing reports on evaluation results of applicants made by the Personnel Selection Board (PSB) based on prescribed template Prepares the matrix of applicants for evaluation by the branch Personnel Selection Board Documents and prepares minutes of meetings of the branch Personnel Selection Board Documents and prepares minutes of applicants Assists the branch and main PSB in their deliberation to adhere to the principles of merit and fitness and equality of promoting employees on the basis of their relative qualifications and competence to perform the duties and responsibilities of the functions Assists in the processing of appointments and other documents in the placement of personnel for submission to CSC and inputting of data 8. Applies the compensation (as per Salary Standardization Law), benefits and welfare policies by explaining the statutory (CSC, GSIS, DBM, COA) and NAMRIA benefits programs and its implementing guidelines for the information of all concerned employees Assists in coordinating with different government agencies/partners such as GSIS, PAG-IBIG, PHILHEALTH and other institutions on loan applications, loan payments, and premium payments of personnel to facilitate availment of benefits and updating of records Assists in preparing and processing of payroll, wages, RATA, salary adjustments, terminal leave claims, monetization and other employee benefits based on existing policies and guidelines. Arranges all learning logistics (venue, training materials, etc.) Documents the learning activity Aeriforms other related tasks as may be deemed necessary to carry out the above mentioned activities. | | | | | | | | | | |
| | One (1) Accountant II (Anticipated Vacancy) Technical Competencies required Job Description: One (1) Administrative Officer II (HRMO I) (Anticipated Vacancy) Technical Competencies required | POSITIONUnique Item No.One (1) Accountant II (Anticipated Vacancy)NAMRIAB- A2-2012Technical Competencies requiredHas the abi Administra 2. Reviews, a 3. Maintains 4. Verifies do 5. Prepares b 6. Conducts weaknesses 7. Assesses i 6. Conducts weaknesses 7. Assesses i 9. Knows the delimitations 10. Documet assisting in t 11. Identifie 12. PerformsOne (1) Administrative Officer II (HRMO I) (Anticipated Vacancy)NAMRIAB- ADOF2-15- 2004Technical Competencies requiredNAMRIAB- ADOF2-15- 2004Job Description:I. Assists in 3. Prepares i 4. Documet 5. Administer 6. Assists in applications i. Assists in applications | POSITIONUnique Item No.Salary GradeOne (1) Accountant II (Anticipated Vacancy)NAMRIAB- A2-2012SG 16Technical Competencies requiredHas the ability to per Administration and C 3. 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Assists in the processing of appoin | POSITION Unique Item No. Salary Grade Basic Salary per Month Requirement One (1) Accountant II (Anticipated Vacancy) NAMRIAB- A2-2012 SG 16 PHP 39,672.00 CSC Minimum Requirement Technical Competencies required Has the ability to perform/execute technical comp Administration and Control 4.) Financial Audit 5.) CSC Minimum Requirement 1. Reviews and posts all transactions in the books per NG 2. Reviews, verifies and analyzes account balances. Maintains inter-agency accounts reconciliation and mak 4. Verifies documents/reports for completeness in complia 5. Prepares Work and Financial Pm (WFP) and Audit Prog 6. Conducts internal audit and draft findings and recomme weaknesses in the financial management system. Job Description: % Assesses the completeness and reliability of the working 8. Prepares report on follow through of actions taken base systems. 9. Knows the areas for improvement on cost efficiency, pr delimitations. 10. 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Reviews, verifies and analyzes account balances. 3. Maintains inter-agency accounts reconcillation and makes necessary adjut 4. Verifies documents/reports for completeness in complicace with governm 5. Prepares Work and Financial Plan (WFP) and Audit Program (AP), as well 6. Conducts internal audit and draft findings and recommedations on corre weaknesses in the financial management system. 9. Knows the areas for improvement on cost efficiency, processes, procedure weaknesses in the financial management system. 9. Knows the areas for improvement on cost efficiency, processes, procedure delimitations. 10. Doccuments administrative and operational systems and procedures with assisting in the conduct of audit. 11. Identifies critical areas or avail trisks pertaining to agency operations in t 12. Performs other related tasks as may be deemed necessary to carry out t 14. Setting areas or avail trisks pertaining to agency operations in t 12. Performs other related tasks as may be deemed necessary to carry out t 13. Assists in performing Recrutment, Selection and Placement process to en 2. Conducts initial availation of applicant's documents based on job specific applicants made by the Personnel Selection Boud (PSD) based on prescribe 3. Prepares the matrix of app | POSITION Unique tem No. Salary Grade Basic Salary per Month Requirement Education Relevant Experience One (1) Accountant II (Anticipated Vacancy) NAMRIAB- A2-2012 SG 16 PHP 39,672.00 CSC Minimum Requirement Bachelor's Degree in Commercy/ Accounting One (1) year of relevant experience Technical Competencies required Has the ability to perform/execute technical competencies on: 1.) General Account Administration and Control 4.) Financial Audit 5.) Operations Audit One (1) year of relevant experience 1 Reviews and posts all transactions in the books per KGS. 3. Maintains inter-agency accounts reconcilation and makes necessary adjustments 4. Verifies documents/reports for completencies in compliance with government and various ow 5. Prepares Work and Financial Pian (VFP) and Audt Program (AP), as well as draft internal pic 6. Conducts internal audit and draft findings and recommendations on corrective measures and weaknesses in the financial management system. 7. Assesses the completences and reliability of the working papers and other requirements in 1. Assesses and reliability of the working papers and other requirements in 7. Assesses the completences and reliability of the working papers and other requirements in 7. Assesses the completences and reliability of the working papers and procedures, and quality imp delimitators. 30b Description: NAMRIAB- DOGr2-15- 2004 SG 11 PHP 27,000.00 CSC Minimum Requirement Bachelor's Degree relevant to the job None Required 1. 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Prepares Work and Financial Pian (WFP) and Audit Program (AP), as well as draft internal polic accounts weaknesses in the financial management system. No. No. Job Description: B. Prepares report on follow through of actions taken based on audit recommendations pertaining to the agency systems. No. None Required None Required J. I. Administrative and the conduct of audit. SG 11 PHP 27,000.00 CSC Minimum Requirement Degree relevant to the job None Required | POSITION Unique Item No. Salary Grade Basic Salary per Month Requirement Requirement Education Relevant Experience Relevant Training Eligibility One (1) Accountant II (Anticipated Vecancy) NAMRUAR- A2-2012 SG 16 PHP 39,672.00 CSC Minimum Requirement Bachelor's Dispersion Administration Administr | | |

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| Checklist s | hall be submitted to HRMS for their | verification | Checklist shall be submitted to HRMS for their verification | | | | | |
| 1. | Application Letter (indicating the position for and its corresponding item number) | n being applied | | 1. | Application Letter (indicatin for and its corresponding it | ig the posit em numbe | ion being applied r) | |
| 2. | PERSONAL DATA SHEET (PDS) (CS For 2017); csc.gov.ph | m 212 Revised | | 2. | PERSONAL DATA SHEET (F 2017); csc.gov.ph | | | |
| 3. | Work Experience Sheet (CSC Form No. (csc.gov.ph) | 212)* | | 3. | Work Experience Sheet (CS (csc.gov.ph) | | | |
| 4. | Photocopies of two (2) recent Individua Commitment and Review (IPCR) Form (employees) | l Performance (for government | | 4. | Photocopies of two (2) rec Commitment and Review (employees) | ent Individu IPCR) Form | al Performance (for government | |
| 5. | Photocopies of the following: | | | 5. | Photocopies of the followin | g: | | |
| 5.1 | | Transcript of Records (TOR) | | 5.1 | College/High school | 5.2 | Transcript of Records (TOR) | |
| 5.3 | Valid Professional 5.4 C Regulation A Commission (PRC) C | CSC - Authenticated Career Service Eligibility* | | 5.3 | Valid Professional Regulation Commission (PRC) License* | 5.4 | CSC - Authenticated Career Service Eligibility* | |
| 5.5 | Previous | Service Record* | | 5.5 | Certificate/s of Previous Employment* | 5.6 | Service Record* | |
| 5.7 | Trainings Attended* | Certificate of Award/ Recognition conferred by recognized and prestigious awarding bodies * | | 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) | | | 5.7.1 | Applicant's Qualification form (for Outsider) | | | |
| * If applical | ble | | | | * If applicable | | | |
| | HRMS | S (signature) | - | | _ | HRMS (S | signature) | |