



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.2) Certificate/s of Previous Employment;

e.4) Valid Professional License issued by PRC/SC/MARINA/ authorized regulatory agencies (as needed);

e.6) Service Record (for government employees); and

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 20 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.*



ATTY. JESSIE M. RALIMO
Chief, Administrative Division

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

LOVP-2023-007 (SSB)

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LIST OF VACANT POSITION as of NOVEMBER 2023
SUPPORT SERVICES BRANCH (SSB) - (2) 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) Accountant II (Anticipated Vacancy)	NAMRIAB-AZ-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:	1. Reviews and posts all transactions in the books per NGAS. 2. Reviews, verifies and analyzes account balances. 3. Maintains inter-agency accounts reconciliation and makes necessary adjustments 4. Verifies documents/reports for completeness in compliance with government and various oversight agencies. 5. Prepares Work and Financial Plan (WFP) and Audit Program (AP), as well as draft internal policies, guidelines, and procedures. 6. Conducts internal audit and draft findings and recommendations on corrective measures and/or actions on identified deficiencies and weaknesses in the financial management system. 7. Assesses the completeness and reliability of the working papers and other requirements in the Internal Audit Report. 8. Prepares report on follow through of actions taken based on audit recommendations pertaining to the agency's financial management systems. 9. Knows the areas for improvement on cost efficiency, processes, procedures, and quality improvement to be included in audit scope and delimitations. 10. Documents administrative and operational systems and procedures with the aid of flowcharting and other auditing tools while assisting in the conduct of audit. 11. Identifies critical areas or audit risks pertaining to agency operations in the preparation of reports and proposals. 12. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.								
2	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	CS Professional Second Level Eligibility	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:	1. Assists in performing Recruitment, Selection and Placement process to ensure that applicants meet the NAMRIA preferred requirements 2. 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 3. Prepares the matrix of applicants for evaluation by the branch Personnel Selection Board 4. Documents and prepares minutes of meetings of the branch and main PSB 5. Administers pre-employment tests to applicants 6. 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 7. 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 9. 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 10. 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. 11. Arranges all learning logistics (venue, training materials, etc.) 12. Documents the learning activity 13. Assists in the facilitation of the learning activity 14. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.								

*** 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)



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