



## LIST OF VACANT POSITIONS as of (JUNE 2022)

NAMRIA-RSP-Form03 Rev05

*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](http://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:** JUN 20 2022

For queries, applicants may contact HRMS at 88105458

  
**ATTY. JESSIE M. RACIMO**  
OIC, Administrative Division



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

LOVP-2022-005 JO (HB)

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**LIST OF VACANT POSITIONS as of JUNE 2022 (JOB ORDER)**  
**HYDROGRAPHY BRANCH - (1) Vacant Position/s**

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Relevant Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
1	<b>One (1) TIDE OBSERVER</b>	Not/Applicable		<b>Php 12,019.00</b>	At least 2nd year college level or Senior High School graduate	None Required	None Required	None Required	Primary Tide Station, Tacloban City
	Additional Competency required	<b>1. Knowledgeable in basic measurement readings; 2. Preferably with basic electrical/electronics background.</b>							
	Job Description:	1. Maintains daily readings/recording of tides, temperature and salinity; 2. Maintains the security of Tacloban City Tide Station.							
*** NOTHING FOLLOWS ***									







## APPLICATION CHECKLIST

NAMRIA-RSP-Form04 Rev02

### Checklist shall be submitted to HRMS for their verification

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

\* If applicable

HRMS (signature)



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