

## LIST OF VACANT POSITIONS as of (JULY 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 ndated 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 Philippins

## **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

e.5) College Diploma and Transcript of Records (TOR);

issued by the CSC or CESB (as needed);

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)
- 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:

JUL 2 2 2022

For queries, applicants may contact HRMS at 88105458

ATTY. JESSIE M. RACIMO

OIC, Administrative Division

OVED FOR PUBLICATION **BULLETIN BOARD INEWSPA** 

amavan Jr. OIC, Records Manager 2022

TIANGCO, PhD, CESO I

Administrator

LOVP-2022-006 (SSB and GISMB)



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LIST OF VACANT POSITIONS as of JULY 2022
SUPPORT SERVICES BRANCH (SSB) - (2) 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	One (1) Administrative Assistant III (Electrician Foreman)	NAMRIAB- ADAS3-6- 2004	SG 09	Php 20,402.00	Highschool Graduate or Completion of relevant vocational/ trade course	One (1) year of relevant experience	Four (4) hours of relevant training	Electrician (MC 10, s. 2013)	Engineering Services Division (ESD)		
	Additional Competency required	Advance/supervisory technical competencies on :1) Transport Repairs and Maintenance Services; 2) Emergency Preparedness and Disaster Management									
	Job Description:	<ol> <li>Performs electrical mechanic repairs by diagnosing problems and fixing motor vehicles, preparing requisition of needed parts and supplies and preparing the necessary reports to ensure that the agency's vehicles are in good running condition at all times.</li> <li>Trains co-mechanics and auto-electricians mechanic to improve their technical skills in major and minor repair of motor vehicles, troubleshooting for efficient and effective operations of the unit.</li> <li>Suggests steps for further improvement of auto-electrical works by formulating necessary regulations and policies on motor vehicle operation, preventive maintenance, repair and preparing requisition for needed accessories in support of the agency's operation.</li> <li>Prevents wasteful use of parts/accessories and supplies.</li> <li>Ensures quality work is accomplished by supervising repair and maintenance activities.</li> <li>Keeps records of electrical tools, supplies and accessories to superiors.</li> </ol>									
				ANTIC	PATED VACAN	CY					
2	One (1) Project Evaluation Officer III	NAMRIAB- PEO3-1- 1998	SG 18	Php 45,203.00	Bachelor's Degree relevant to the job	Two (2) years of relevant experience	Eight (8) hours of relevant training	CS Professional / Second Level Eligibility	Policy and Planning Division (PPD)		
	Additional Competency required	Advance/supervisory technical competencies on: 1) Planning and Programming; 2) Monitoring and Evaluation; and 3) Policy Formulation									
	Job Description:	1. Drafts planning guidelines for the formulation of the agencies annual WFP for review of the supervisor.  2. Discusses with POV, POTV and with the different operating branches in identifying and formulating the priority PAPs of the agency to ensure judicious use of resources.  3. Reviews and edits the draft budget submissions, justifications and presentations for quality reasons.  4. Reviews and analyzes reports of operating units and makes recommendations for the effective PAP implementation.  5. Reviews and analyzes project implementation of the agency programs and projects vis-à-vis financial reports of operations.  6. Analyzes project implementation based on accomplishment reports, field inspections and discussions with the implementing units and prepares assessment report on the implementation of agency programs and projects based on requirements of concerned NAMRIA units/offices and appropriate government agencies and international funding institutions.  7. Defines and applies agency performance measures to institute measures that will effectively address the performance gaps identified.  8. Recommends specific enhancements of the M&E system to continually improve the monitoring and evaluation of all agency projects and programs.  9. Determines the policy implications of a particular research result by conducting policy studies in coordination with other concerned branches.  10. Conducts assessment/study of policy issues and prepares policy research report.  11. Identifies policy gaps by evaluating and interpreting sector and agency policy directives to come up with policy recommendations on national mapping and resource information.  12. Evaluates and interprets policy directives and recommends measures for implementation/ compliance.									



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## LIST OF VACANT POSITIONS as of JULY 2022 GEOSPATIAL INFORMATION SYSTEMS MANAGEMENT BRANCH (GISMB) - (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		
	One (1) Engineer I	NAMRIAB- ENG1-2- 1998	SG 12	Php 27,608.00	Bachelor's Degree in Engineering relevant to the job	None required	None required	RA 1080	Geospatial Information and Communications Technology Division (GICTD)		
1	Additional Competency required	Has the ability to perform/execute Technical Competencies on: 1) Information and Communication Technology (ICT) Resource Management; 2) Database Build-up and Integration; 3) System Research and Analysis; 4) Database/System Design; and 5) Application Development									
	Job Description:	1. Performs preventive and corrective maintenance of ICT resources 2. Installs ICT resources 3. Provides help-desk services to clients 4. Analyzes and prepares inventory report on ICT resources 5. Operates word processing, spreadsheet and other data encoding software 6. Encodes statistical or non-spatial data 7. Digitizes analogue data to geospatial data 8. Collects spatial and/or non-spatial data 9. Conducts client requirements assessment interviews 10. Maintains all documents related to IS research and analysis activities									



# APPLICATION CHECKLIST APPLICATION CHECKLIST

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Checklist	shall be submitted to H	IRMS for the	ir verification	Checklist shall be submitted to HRMS for their verification						
1	Application Letter (indi for and its correspondi		1.	Application Letter (indicating the position being applie for and its corresponding item number)						
2	PERSONAL DATA SHEE 2017); csc.gov.ph	et (PDS) (CS F	form 212 Revised		2.	PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017); csc.gov.ph				
3	<ul> <li>Work Experience Sheet (csc.gov.ph)</li> </ul>	t (CSC Form N	o. 212)*		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)				Photocopies of two (2) recent Individual Performance Commitment and Review (IPCR) Form (for government employees)				
5	Photocopies of the follo	owing:			5.	Photocopies of the follow	ving:			
5.1	College/High school Diploma	5.2	Transcript of Records (TOR)		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*		5.3	Valid Professional Regulation Commission (PRC) License*	5.4	CSC - Authenticated Career Service Eligibility*		
5.5	Certificate/s of Previous Employment*	5.6	Service Record*		5.5	Certificate/s of Previous Employment*	5.6	Service Record*		
5.7	ADMINISTRATION OF THE PROPERTY	5.8	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)	1			5.7.1	Applicant's Qualification form (for Outsider)		*		
* If applica	ble					* If applicable				
		HRM				HRMS (sig	gnature)			