

# LIST OF VACANT POSITIONS as of (FEBRUARY 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 nandated 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

e.6) Service Record (for government employees); and e.7) Certificate of Award/ Recognition conferred by

NAMRIA and other recognized and prestigious awarding

agencies (as needed);

- 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)

bodies.

- 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. LFR

**ROVED FOR PUBLICATION** 

Talamayan Jr.

**BULLETIN BOARD** 

8. DEADLINE OF APPLICATION:

For queries, applicants may contact HRMS at 88105458

\*Pursuant to CSC MC No. 07, s. 2014, Person with Disabilities (PWDs) are ECORDS MANAGEMEN

encouraged to apply.

ATTY. JESSIE M. RACIMO

Chief, Administrative Division

PETER N. TIANGCO, PhD, CESO I

Administrator

OVP-2023-002 (HB and MGB)



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LIST OF VACANT POSITIONS as of FEBRUARY 2023
HYDROGRAPHY BRANCH (HB) - (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) Cartographer I	NAMRIAB- CGR1-11- 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)	Maritime Affairs Division (MAD)				
	Technical Competencies required	Has the ability to perform/execute technical competencies on: 1) Maritime Boundary Delineation and possesess basic technical competencies on: 2) Delimination 3) Management of Nautical Publication												
	Job Description:	Prepares technical descriptions of Municipal Waters     Plots Municipal Water Maps     Archives approved technical description												
	One (1) Cartographer I	NAMRIAB- CGR1-10- 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)				
2	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.												
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LIST OF VACANT POSITIONS as of FEBRUARY 2023

AAPPING AND GEODESY BRANCH (MGB) - (18) Vacant Position/s

	MAPPING AND GEODESY BRANCH (MGB) - ( 18 ) Vacant Position/s													
No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment				
	One (1) Administrative Aide VI (Clerk III)	NAMRIAB- ADA6-10- 2004	SG 06	PHP 17,553.00	CSC Minimum Requirement	Completion of two (2) years studies in college	None Required	None Required	CS Sub- Professional First Level Eligibility	Office of the Director, Mapping and Geodesy Branch				
1	Technical Competencies required	Has the ability to perform/execute the following technical competencies on: Clerical/Secretarial/Executive Assistance Skills												
	Job Description:	<ol> <li>Drafts rout</li> <li>Assists in n</li> <li>Reviews, v</li> <li>Researches</li> <li>Discusses o</li> <li>Implement</li> </ol>	Coordinates with different units/offices and agencies programs and activities for specific end-users and purposes.  Drafts routine business correspondence for review of superior.  Assists in meetings and prepares minutes of the meeting.  Reviews, verifies and maintains information into databases.  Researches the deatils in resolving issues, analyzes findings, prioritizes and categorizes alternatives.  Discusses other concerns with superior.  Implements record management processes for the executive/office.  Perform other related tasks as may be deemed necessary to carry out the above mentiones activities.											
	One (1) Geophysicist III	NAMRIAB- GEOP3-1- 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	Geodesy Division (GD)				
2	Technical Competencies required	Has the abi	lity to per ogramme	form/execu tric Mapping	te technical compo 3) Cartographic I	etencies on: 1) ( Enhancement 4	Geodetic Survey a Reprography ar	and possesses basic technical competencies and Printing						
1. Processes and adjusts GNSS, Leveling and Gravity Data. 2. Operates and calibrates GNSS, Leveling & Gravimeter Instrument. 3. Has knowledge in aerial photograph and satellite imagery interpretation. 4. Performs Computer Aided Design (CAD) operations to plot the data gathered in the field and database management. 5. Perform other related tasks as may be deemed necessary to carry out the above mentioned activities.														
3	One (1) Computer Programmer I	NAMRIAB- COMPRO1-1- 1998	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	Geodesy Division (GD)				
	Technical Competencies required	Has the abi	lity to per	form/execu	te technical comp	etencies on: 1)	Computer Progra	m Developme	ent					
	Job Description:	Translates     Performs of the formats.	system de central file	sign documer management,	s medium and difficunt int into computer program backup and revision be deemed necess	gram without supe control including	ervision. management of file		n application-spec	ific and interchange				

4	One (1) Engineering Assistant	NAMRIAB- ENGAS-4- 2014	SG 08	PHP 19,744.00	CSC Minimum Requirement	Completion of two (2) years studies in college	One (1) year of relevant experience	Four (4) hours of relevant training	CS Sub- Professional First Level Eligibility	Geodesy Division (GD)					
		Has the ability to perform/execute technical competencies on: 1) Geodetic Survey and possesses basic technical competencies on: 2) Photogrammetric Mapping 3) Cartographic Enhancement and 4) Reprography and Printing													
	Job Description:	1. Has basic knowledge in the conduct of Global Navigation Satellite System (GNSS), Leveling and Gravity Survey.  2. Has basic knowledge in surveying and mapping.  3. Has knowledge in basic map reading.  4. Has basic knowledge in computer operation.  5. Perform other related tasks as may be deemed necessary to carry out the above mentioned activities													
	One (1) Engineer II	NAMRIAB- ENG2-3- 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	Photogrammetry Division (PD)					
	Technical Competencies required	Has the ability to perform/execute technical competencies on: 1) Photogrammetric Mapping 2) Cartographic Enhancement and possesses basic technical competencies on: 3) Geodetic Survey 4) Reprography and Printing													
5	Job Description:	1. Undertakes the production of orthophoto/image maps, georeferenced satellite images, differentially and conventionally rectified photo mosaics and managing of necessary computer programs.  2. Performs photo-indexing and assists in the evaluation and verification of the quality of aerospace imageries acquired, transferring of photo control and tie points from photo to diapositive film, mosaicking of photographs and georeferncing and classification of satellite imagery.  3. Executes aerial triangulation measurements.  4. Undertakes collection and recording of digital mapping projects.  5. Calibrates and maintains photogrammetric instrument assigned.  6. Designs cartographic symbols of geographic features for application on topographic and thematic maps.  7. Reviews individual work for validity and accuracy of the technical details involved.  8. Performs advance Computer Aided Design (CAD), GIS and cartographic/desktop publishing software operations.  9. Performs field verification and validation.  10. Performs cartographic enhancement of digital maps for publication.  11. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities													
	One (1) Engineer I	NAMRIAB- ENG1-3- 1998	SG 12	PHP 29,165.00	CSC Minimum Requirement	Bachelor's degree in Engineering relevant to the job	None Required	None Required	RA 1080	Photogrammetry Division (PD)					
	Technical Competencies required	competenci	es on: 2)	Geodetic Su		hic Enhanceme	nt and 4) Reprog	: Mapping and raphy and Pri	possesses bas nting	ic technical					
6	Job Description:	1. Performs stereo compilation plotting of conventional and digital line maps. 2. Executes aerial triangulation measurements. 3. Undertakes the production of orthophoto/image maps, georeferenced satellite images, differentially and conventionally rectified photo mosaics and managing of necessary computer programs. 4. Performs stereo compilation on digital workstations in the production of line maps. 5. Calibrates and maintains photogrammetric instrument assigned. 6. Performs photo-indexing and assists in the evaluation and verification of the quality of aerospace imageries acquired, transferring of photo control and tie points from photo to diapositive film, mosaicking of photographs and georeferncing and classification of satellite imagery. 7. Collects, integrates and prepares manuscripts and other data needed for large scale topographic and image mapping project. 8. Assists in evaluation and verification of the quality of aerial photography and satellite images, maintenance and calibration of photogrammetric instruments and production of photo/image mosaics. 9. Assists in the measurements and recording of digital terrain model data. 10. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities													

	One (1) Cartographer I	NAMRIAB- CGR1-8- 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	<b>N</b> one Required	CS Sub- Professional First Level Eligibility/ Cartographer (MC 10 s. 2013)	Photogrammetry Division (PD)			
7	Technical Competencies required	Has the ability to perform/execute technical competencies on: 1) Photogrammetric Mapping and possesses basic technical competencies on: 2)Cartographic Enhancement 3) Geodetic Survey and 3) Reprography and Printing											
	Job Description:	Assists in the cartographic enhancement on digital topographic files for mass production of maps.     Assists in the field gathering of secondary information.     Assists in the plotting, digitization, encoding and verification of field gathered survey data to the digital topographic data files.     Maintains and physically arrange map files in the Section/Division.     Perform other related tasks as may be deemed necessary to carry out the above mentioned activities.											
	One (1) Cartographer II	NAMRIAB- CGR2-22- 1998	SG 08	PHP 19,744.00	CSC Minimum Requirement	Completion of two (2) years studies in college or High School Graduate with relevant vocational/ trade course	One (1) year of relevant experience	Four (4) hours of relevant training	CS Sub- Professional First Level Eligibility/ Cartographer (MC 10 s. 2013)	Photogrammetry Division (PD)			
8	Technical Competencies required	Has the abi	lity to perl asic techr	form/execu nical compe	te technical compe tencies on: 3) Geoc	tencies on: 1) ( letic Survey and	Cartographic Enh d 4) Reprography	ancement 2) y and Printing	Photogrammet	ric Mapping and			
0	Job Description:	1. Designs cartographic symbols of geographic features for application on topographic and thematic maps.  2. Performs cartographic enhancement of digital maps for publication.  3. Reviews individual work for validity and accuracy of the technical details involved.  4. Performs advance Computer Aided Design (CAD), GIS and cartographic/desktop publishing software operations.  5. Performs field verification and validation.  6. Performs basic Computer Aided Design (CAD) operation.  7. Performs aerial photo interpretation.  8. Performs cartographic enhancement on digital topographic files for mass production of maps.  9. Gathers secondary information in the field.  10. Integrates, compiles, digitizes, encodes and verifies field gathered survey data to the digital topographic data files.  11. Perform other related tasks as may be deemed necessary to carry out the above mentioned activities.											
9	Four (4) Cartographer II	NAMRIAB- CGR2-5- 1998 / NAMRIAB- CGR2-7- 1998 / NAMRIAB- CGR2-17- 1998 / NAMRIAB- CGR2-24- 1998	SG 08	PHP 19,744.00	CSC Minimum Requirement	Completion of two (2) years studies in college or High School Graduate with relevant vocational/ trade course	One (1) year of relevant experience	Four (4) hours of relevant training	CS Sub- Professional First Level Eligibility/ Cartographer (MC 10 s. 2013)	Cartography Division (CD)			
	Technical Competencies required				te technical compe metric Mapping 3)					sic technical			
	Job Description:	<ol> <li>Performs of</li> <li>Reviews in</li> <li>Performs of</li> <li>Performs f</li> </ol>	cartographic dividual wo advance ope ield survey	enhancement rk for validity eration of Cor identification	eographic features for nt of digital maps for and accuracy of the nputer Aided Design and verification using by be deemed necessi	publication. technical details in (CAD) and cartogo g GPS or any neces	nvolved. raphic software. essary equipment.						
10	One (1) Photographer V	NAMRIAB- PHOTO5-1- 1998	SG 15	PHP 36,619.00	CSC Minimum Requirement	Highschool Graduate or Completion of relevant vocational/ trade course	Three (3) years of relevant experience	Sixteen (16) hours of relevant training	Photographer (MC 10 s. 2013)	Reprography and Printing Division (RPD)			

[	Technical Competencies	Has the abil	Has the ability to perform/execute technical competencies on: 1) Reprography and Printing and possesses basic technical competencies on: 2) Cartographic Enhancement 3) Geodetic Survey 4) Photogrammetric Mapping											
	required  Job Description:	Supervises     Sets up qui     Supervises     Supervises     Implement     Prepares re	1. Supervises all reproduction work, including photographic processing, production of color separation reproducible, plate making and printing. 2. Sets up quality control system to ensure that production work is done within standards. 3. Supervises application of registration system on topographic and administrative map layout. 4. Supervises the preventive maintenance of all equipment/machineries in the unit to minimize down time. 5. Implements work schedules for maximum performance and utilization of equipment. 6. Prepares report of the activities of staffs. 7. Perform other related tasks as may be deemed necessary to carry out the above mentioned activities											
11	One (1) Photographer III	NAMRIAB- PHOTO3-1- 1998	SG 10	PHP 23,176.00	CSC Minimum Requirement	Highschool Graduate or Completion of relevant vocational/ trade course	Two (2) years of relevant experience	Eight (8) hours relevant training	Photographer (MC 10 s. 2013)	Reprography and Printing Division (RPD)				
	Technical Competencies required				te the following te rtographic Enhanc		encies: 1.) Repro	ography and P	rinting and pos	sesses basic				
	Job Description:	1. Operates reproduction equipment. 2. Performs digital /conventional reprographic operations. 3. Performs maintenance of laboratory and other equipment. 4. Applies registration system on topographic and administrative map layout. 5. Prepares plotters proof for final validation and approval purposes. 6. Checks samples of reproduced printed plates for approval of superior. 7. Perform other related tasks as may be deemed necessary to carry out the above mentioned activities.												
12	One (1) Printing Machine Operator III	NAMRIAB- PMACO3-4- 1998	SG 09	PHP 21,211.00	CSC Minimum Requirement	Highschool Graduate	One (1) year of relevant experience	Four (4) hours of relevant training	Printing Machine Operator (MC 10 s. 2013)	Reprography and Printing Division (RPD)				
	Technical Competencies required	Has the ability to perform /execute technical competencies on: 1.) Reprography and Printing and possesses basic technical competencies on: 2) Cartographic Enhancement												
	Job Description:	1. Operates printing equipment. 2. Performs maintenance of printing equipment. 3. Performs adjustments and pre-setting of dampener and ink rollers. 4. Checks blanket and plate cylinder clearances before printing a proof copy. 5. Checks samples of reproduced copies for approval of superior. 6. Distinguishes different types, classes, thickness of paper used in printing. 7. Perform other related tasks as may be deemed necessary to carry out the above mentioned activities.												
13	One (1) Photographer II	NAMRIAB- PHOTO2-2- 1998	SG 07	PHP 18,620.00	CSC Minimum Requirement	Highschool Graduate or Completion of relevant vocational/ trade course	None Required	None Required	Photographer (MC 10 s. 2013)	Reprography and Printing Division (RPD)				
	Technical Competencies				ite the following to artographic Enhanc		tencies: 1.) Repr	ography and I	Printing and pos	ssesses basic				
	required  Job Description:	Performs i     Assist in m     Prepares i	basic compu nass produc working dra	uter operation tion of printin wings for top	reprographic operations used in reprographic plates. Ographic and themations be deemed necessary	y and printing.	e above mentioned	l activities						

14	One (1) Photolithographic Technician I	NAMRIAB- PLT1-1-1998	SG 06	PHP 17,553.00	CSC Minimum Requirement	Highschool Graduate or Completion of relevant vocational/ trade course	None Required	None Required	Photographer (MC 10 s. 2013)	Reprography and Printing Division (RPD)			
	Technical Competencies required	Has the abi	Has the ability to perform/execute technical competency on: 1) Reprography and Printing										
	Job Description:	<ol> <li>Assists in digital/ conventional reprographic operations.</li> <li>Performs basic computer operations used in reprography and printing.</li> <li>Assist in mass production of printed plates use for press proofing and mass production of Topographic maps.</li> <li>Performs other related tasks as may be deemed necessary to carry out the abovementioned activities</li> </ol>											
15	One (1) Supervising Pressman V (Anticipated Vacancy)	NAMRIAB- SVPM-1- 1998	SG 16	PHP 39,672.00	CSC Minimum Requirement	Highschool Graduate	Four (4) years of relevant experience	Twenty-four (24) hours of relevant training	Pressman (MC 10 s. 2013)	Reprography and Printing Division (RPD)			
	Technical Competencies required				te technical compet Enhancement 3)					technical			
	Job Description:	1. Supervises printing reproduction. 2. Supervises the mixing of ink and checks final color. 3. Sets up quality control system to ensure that production work is done within standards. 4. Supervises the preventive maintenance of all equipment/machineries in the unit to minimize down time. 5. Plans work schedules for maximum performance and utilization of equipment. 6. Prepares report of the activities of staffs. 7. Perform other related tasks as may be deemed necessary to carry out the above mentioned activities.											
					*** NOTHING	FOLLOWS ***							



# **APPLICATION CHECKLIST**

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# **APPLICATION CHECKLIST**

1987 * LINE	NAMRIA-RSP-Form04 Rev02	1987 * Life	NAMRIA-RSP-Form04 Rev02				
	nall be submitted to HRMS for their verification	Checklist sh	Checklist shall be submitted to HRMS for their verification				
1.	Application Letter (indicating the position being appl for and its corresponding item number)	ied 1.	Application Letter (indicating the position being applied for and its corresponding item number)				
2.	PERSONAL DATA SHEET (PDS) (CS Form 212 Revise 2017); csc.gov.ph	ed 2.	PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017); csc.gov.ph				
3.	Work Experience Sheet (CSC Form No. 212)* (csc.gov.ph)	3.	Work Experience Sheet (CSC Form No. 2: (csc.gov.ph)	12)*			
4.	Photocopies of two (2) recent Individual Performanc Commitment and Review (IPCR) Form (for government employees)	e 4.	Photocopies of two (2) recent Individual Commitment and Review (IPCR) Form (for employees)	Performance or government			
5.	Photocopies of the following:	5.	Photocopies of the following:				
5.1	College/High school 5.2 Transcript of Records (TOR	5.1		ranscript of ecords (TOR)			
5.3	Valid Professional Regulation Commission (PRC) License*  5.4 CSC - Authenticated Career Service Eligibility*	1	Regulation Au Commission (PRC) Ca	SC - uthenticated areer Service igibility*			
5.5	Certificate/s of Service Recorement 5.6 Servi	d* 5.5	Certificate/s of Previous Employment* 5.6 Se	ervice Record*			
5.7	Certificates of Trainings Attended*  5.8 Certificate of Award/ Recog conferred by recognized ar prestigious awarding bod	nd	Trainings Attended*  Re co	ertificate of ward/ ecognition onferred by ecognized and restigious warding bodies			
5.7.1	Applicant's Qualification form (for Outsider)	5.7.1	Applicant's Qualification form (for Outsider)				
* If applicab	le		* If applicable				
	HRMS (signature)		HRMS (signa	ature)			