



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 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:

FEB 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. RACIMO
Chief, Administrative Division

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



LIST OF VACANT POSITIONS as of FEBRUARY 2023
MAPPING AND GEODESY BRANCH (MGB) - (18) Vacant Position/s

[illegible]

[illegible]

7	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	None Required	CS Sub- Professional First Level Eligibility/ Cartographer (MC 10 s. 2013)	Photogrammetry Division (PD)
	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:	1. Assists in the cartographic enhancement on digital topographic files for mass production of maps. 2. Assists in the field gathering of secondary information. 3. Assists in the plotting, digitization, encoding and verification of field gathered survey data to the digital topographic data files. 4. Maintains and physically arrange map files in the Section/Division. 5. Perform other related tasks as may be deemed necessary to carry out the above mentioned activities.								
8	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)
	Technical Competencies required	Has the ability to perform/execute technical competencies on: 1) Cartographic Enhancement 2) Photogrammetric Mapping and possesses basic technical competencies on: 3) Geodetic Survey and 4) Reprography and Printing								
	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	Has the ability to perform/execute technical competencies on: 1) Cartographic Enhancement and possesses basic technical competencies on: 2) Photogrammetric Mapping 3) Geodetic Survey 4) Reprography and Printing								
	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 operation of Computer Aided Design (CAD) and cartographic software. 5. Performs field survey identification and verification using GPS or any necessary equipment. 6. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.								
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)

[illegible]

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 ability to perform/execute technical competency on: 1) Reprography and Printing								
	Job Description:	1. Assists in digital/ conventional reprographic operations. 2. Performs basic computer operations used in reprography and printing. 3. Assist in mass production of printed plates use for press proofing and mass production of Topographic maps. 4. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities								
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	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								
	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

NAMRIA-RSP-Form04 Rev02



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)

Checklist shall be submitted to HRMS for their verification

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* If applicable

HRMS (signature)