



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



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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 possessess basic technical competencies on: 2) Delimitation 3) Management of Nautical Publication								
	Job Description:	1. Prepares technical descriptions of Municipal Waters 2. Plots Municipal Water Maps 3. Archives approved technical description								
2	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)
	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.								

***** NOTHING FOLLOWS *****