



LIST OF VACANT POSITIONS as of (MAY 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.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)

5. Only applications submitted on time and with **COMPLETE DOCUMENTARY REQUIREMENTS** shall be **considered**.

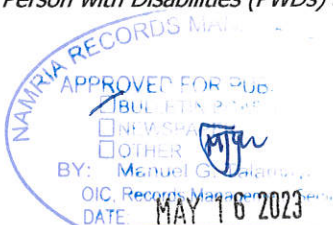
6. The Scanned documentary requirements submitted shall only be used for the position applied for. A maximum of three (3) positions can be applied by the applicants.

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: MAY 29 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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LIST OF VACANT POSITIONS as of MAY 2023
HYDROGRAPHY BRANCH (HB) - (4) 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) Administrative Aide IV (Clerk II)	NAMRIAB-ADA4-14-2014	SG 04	PHP 15,586.00	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, Hydrography Branch
	Technical Competencies required	Has the ability to perform/execute technical competencies on: 1.) Clerical/Secretarial/Executive Assistance								
	Job Description:	1. Coordinates with different units/offices and agencies programs and activities for specific end-users and purposes. 2. Drafts routine business correspondence for review of superior. 3. Assists in meetings and prepares minutes of the meeting. 4. Reviews, verifies and maintains information into databases. 5. Researches the details in resolving issues, analyzes findings, prioritizes and categorizes alternatives. 6. Discusses other concerns with superior. 7. Implements record management processes for the executive/office. 8. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.								
2	Two (2) Cartographer I	NAMRIAB-CGR1-10-1998 / NAMRIAB-CGR1-12-1998	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.								
3	One (1) Engineer III	NAMRIAB-ENG3-12-1998	SG 19	PHP 51,357.00	CSC Minimum Requirement	Bachelor's degree in Engineering relevant to the job	Two (2) years of relevant experience	Eight (8) hours of relevant training	RA 1080	Physical Oceanography Division (POD)
	Technical Competencies required	Has the ability to perform/execute technical competencies on: 1) Physical Oceanography								
	Job Description:	1. Prepares plans and programs for the enhancement of physical oceanographic activities. 2. Ensures the accuracy and reliability of processed and published data. 3. Plans and initiates training programs for the development of the division. 4. Ensures that goals, plans and programs are aligned to the office strategic initiatives. 5. Prepares project folder related to oceanographic field surveys. 6. Formulates oceanographic programs and policies. 7. Conducts quality control of hydrographic data from other sources. 8. Perform other related tasks as deemed necessary by the division chief/immediate supervisor.								

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

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LIST OF VACANT POSITIONS as of MAY 2023
RESOURCE DATA ANALYSIS BRANCH (RDAB) - (8) 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) Administrative Aide VI (Clerk III)	NAMRIAB-ADA6-21-2004	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	Physiography and Coastal Resources Division (PCRD)
	Technical Competencies required	Has the ability to perform/execute technical competencies on: 1) Clerical/ Secretarial/ Executive Assistance Skills 2) Remote Sensing Skills 3) Environment and Natural Resource Data Analysis								
	Job Description:	1. Coordinates with different units/offices and agencies programs and activities for specific end-users and purposes. 2. Drafts routine business correspondence for review of superior. 3. Assists in meetings and prepares minutes of the meeting. 4. Reviews, verifies and maintains information into databases. 5. Researches the details in resolving issues, analyzes findings, prioritizes and categorizes alternatives. 6. Discusses other concerns with superior. 7. Implements record management processes for the executive/office. 8. Assists in gathering of remotely-sensed data. 9. Downloads satellite imageries. 10. Assists in data archiving. 11. Assists in data gathering and compilation of ENR data. 12. Assists in the preparation of metadata and other documentation requirements. 13. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.								
2	Two (2) Remote Sensing Technologist II	NAMRIAB-RST2-9-1998 / NAMRIAB-RST2-29-1998	SG 15	PHP 36,619.00	CSC Minimum Requirement	Bachelor's degree relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	CS Professional Second Level Eligibility	Geospatial Integration Division (GID)
	Technical Competencies required	Has the ability to perform/execute technical competencies on: 1) Surveying and Mapping 2) Remote Sensing Skills 3) Environment and natural resource Data Analysis								
	Job Description:	1. Performs surveying and thematic mapping activities. 2. Conduct data gathering and prepares preliminary base/thematic maps. 3. Conduct basic research on ENR related data. 4. Gather remotely-sensed and ENR-related data. 5. Downloads satellite imageries. 6. Performs data archiving. 7. Gathers and compiles ENR data from a variety of sources (e.g. field observation, satellite imagery). 8. Prepare metadata and other documentation requirements. 9. Operates and maintains GIS system hardware, software and other related equipment. 10. Documents all ENR project activities and prepares progress and other reports. 11. Assists in the development and establishment of ENR data bases for GIS-supported projects. 12. Generates geographic data and statistics for incorporation. 13. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.								

	Two (2) Remote Sensing Technologist II	NAMRIAB- RST2-17- 1998 / NAMRIAB- RST2-25- 1998	SG 15	PHP 36,619.00	CSC Minimum Requirement	Bachelor's degree relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	CS Professional Second Level Eligibility	Land Classification Division (LCD)
	Technical Competencies required	Has the ability to perform/execute technical competencies on: 1) Surveying and Mapping 2) Remote Sensing Skills 3) Environment and natural resource Data Analysis								
3	Job Description:	1. Conducts reconnaissance survey boundary and interior surveys in the implementation of land classification, mangrove swamp zonification and related survey. 2. Operates surveying instruments and equipment in preparing summaries, charts, tabulations or surveys and related data obtained in the implementation of land classification/swamp zonification survey. 3. Observes and establishes project control points by establishing concrete monuments indicative boundaries between classified forest lands and alienable disposable areas. 4. Assesses, validates and delineates/ demarcates boundaries of various land use allocation by conducting census of the occupants within the area, compiling of land classification, including the inventory of existing vegetation such as timber and collection of other bio-physical data. 5. Processes field survey data related to land and coastal resources survey and mapping to assist the chief of party in preparing reports of completed projects. 6. Undertakes preliminary mapping by plotting individual survey notes, tracing and compiling same and preparing preliminary compilation map of land classification project area. 7. Pre-processes remotely-sensed data. 8. Conducts visual and/or digital interpretation of remotely-sensed data. 9. Conducts field validation and accuracy assessment of interpreted remotely sensed data. 10. Prepares thematic maps such as forest/land cover, coastal resources, low-lying, forestland population maps and technical report. 11. Conducts research into the application or enhancement of remote sensing methodologies applicable to land and coastal resource mapping. 12. Compiles ENR data from a variety of sources (e.g. field observation, satellite imagery). 13. Operates and maintains GIS system hardware, software and other related equipment. 14. Documents all ENR project activities and prepares progress and other reports. 15. Assists in the implementation and development of basic GIS techniques/ applications. 16. Integrates and analyzes ENR geospatial data. 17. Assists in the development and establishments of ENR data bases for GIS-supported projects. 18. Generates geographic data and statistics for incorporation into documents and reports. 19. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.								
	One (1) Senior Remote Sensing Technologist	NAMRIAB- SRST-29- 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 of relevant training	CS Professional Second Level Eligibility	Land Classification Division (LCD)
	Technical Competencies required	Has the ability to perform/execute technical competencies on: 1) Surveying and Mapping 2) Remote Sensing Skills 3) Environment and natural resource Data Analysis								
4	Job Description:	1. Supervises survey party by coordinating and monitoring the planning and execution of survey activities to ensure the efficient and effective conduct of surveys in the field. 2. Evaluates survey returns pertaining to land classification, and related surveys according to established standards to ensure accuracy of assessment conducted. 3. Prepares survey reports and maps by evaluating, processing and documenting land classification project reports including maintenance and control of records of all cases pertaining to land classification and related surveys. 4. Formulates and recommends technical standard, procedures, guidelines and criteria for the proper implementation land classification/swamp zonification and related activities. 5. Acts as resource person and facilitator during meetings/workshops. 6. Supervises reviews and evaluates the pre-processed remotely-sensed data. 7. Supervises the conduct of interpretation of remotely sensed data. 8. Reviews and enhances map outputs and technical reports before submission or presentation to superiors. 9. Supervises the applications of various researches conducted for the conservation, planning and management pertaining to land and coastal resources. 10. Prepares ENR project proposals related to GIS supported projects. 11. Supervises implementation of GIS activities. 12. Develops and recommends new GIS applications, techniques and databases for GIS-supported ENR projects. 13. Prepares ENR technical reports on GIS-supported projects. 14. Reviews GIS-supported ENR projects prior to submission and evaluation by management. 15. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.								

5	Two (2) Supervising Remote Sensing Technologist	NAMRIAB-SVRST-6-1998 / NAMRIAB-SVRST-8-1998	SG 22	PHP 71,511.00	CSC Minimum Requirement	Bachelor's degree relevant to the job	Three (3) years of relevant experience	Sixteen (16) hours of relevant training	CS Professional Second Level Eligibility	Land Classification Division (LCD)
	Technical Competencies required	Has the ability to perform/execute technical competencies on: 1) Surveying and Mapping 2) Remote Sensing Skills 3) Environment and Natural Resource Data Analysis								
	Job Description:	<ol style="list-style-type: none"> 1. Supervises survey party by coordinating and monitoring the planning and execution of survey activities to ensure the efficient and effective conduct of surveys in the field. 2. Evaluates survey returns pertaining to land classification and related surveys according to established standards to ensure accuracy of assessment conducted. 3. Supervises preparation of field reports and maps related to land classification projects. 4. Aids in the formulation and preparation of technical standard, procedures, guidelines and criteria for the proper implementation of land classification and related activities. 5. Provides technical assistance to all concerned government agencies, private sectors, the executive and legislative branches on forestry, protected areas on land classification related matters. 6. Acts as resource person and facilitator during meetings/workshops in the absence of the chief. 7. Supervises the gathering of remotely-sensed and ENR-related data. 8. Supervises the conduct of field validation and accuracy assessment. 9. Supervises the preparation of ENR thematic maps, and reviews map outputs and technical reports before submission or presentation to superiors. 10. Supervises the applications of various researches conducted for the conservation, planning and management pertaining to land classification activities. 11. Supervises preparation of ENR project proposals related to LC and GIS supported projects. 12. Supervises implementation of LC activities. 13. Develops and recommends new GIS applications, techniques and databases for GIS-supported ENR projects. 14. Prepares ENR technical reports on GIS-supported projects. 15. Reviews LC supported ENR projects prior to submission and evaluation by management. 16. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities. 								

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



No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
1	One (1) Administrative Aide VI (Clerk III)	NAMRIAB-ADA6-12-2014	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	Geospatial Database Management Division (GDMD)
	Technical Competencies required	Has the ability to perform/execute technical competencies on: 1.) Clerical/Secretarial/Executive Assistance Skills and possesses basic technical competencies on: 2.) Database Build-up and Integration 3.) System Research and Analysis								
	Job Description:	1. Coordinates with different units/offices and agencies programs and activities for specific end-users and purposes. 2. Drafts routine business correspondence for review of superior. 3. Assists in meetings and prepares minutes of the meeting. 4. Reviews, verifies and maintains information into databases. 5. Researches the details in resolving issues, analyzes findings, prioritizes and categorizes alternatives. 6. Discusses other concerns with superior. 7. Implements record management processes for the executive/office. 8. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.								
2	One (1) Information Systems Analyst III	NAMRIAB-INFOSA3-1-1998	SG 19	PHP 51,357.00	CSC Minimum Requirement	Bachelor's degree relevant to the job	Two (2) years of relevant experience	Eight (8) hours of relevant training	CS Professional Second Level Eligibility	Geospatial Database Management Division (GDMD)
	Technical Competencies required	Has the ability to perform/execute technical competencies on: 1) System Analysis and Design 2) Database Build-up, Integration and Maintenance 3) Information System (IS) Research								
	Job Description:	1. Verifies the results of database/system design. 2. Leads the conduct of IS strategic planning. 3. Conducts coaching and mentoring on database/system design documentation. 4. Evaluates the converted/ digitized geospatial data in view of established data quality standards to ensure the accuracy of consolidated geospatial data. 5. Monitors compliance of standard coding and encoding instructions based on developed database design and data dictionary for completeness, consistency and accuracy of the geospatial databases. 6. Verifies the results of client requirements assessment and system requirements analysis. 7. Leads the development of system-related standards, policies, and procedures on system research and analysis. 8. Prepares report concerning system research and analysis and/or information system strategic planning activities. 9. Conducts coaching and mentoring on system research and analysis. 10. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.								
3	Two (2) Computer Programmer II	NAMRIAB-COMPRO2-1-1998 / NAMRIAB-COMPRO2-2-1998	SG 15	PHP 36,619.00	CSC Minimum Requirement	Bachelor's degree relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	CS Professional Second Level Eligibility	Geospatial Systems Development Division (GSDD)
	Technical Competencies required	Has the ability to perform/execute technical competencies on: 1) Application Development 2) System Research and Analysis 3) Database Build-up and Integration and possesses basic technical competencies on: 4) Database/System Design								
	Job Description:	1. Writes, debugs, tests, and modifies application systems. 2. Translates system design document into computer applications. 3. Implements and maintains application systems. 4. Checks the operations and functionalities of application systems. 5. Conducts and interprets client requirements assessment. 6. Conducts database/system requirements analysis. 7. Designs research or survey questionnaires. 8. Assists in the drafting of system quality, standards, policies, and plans. 9. Analyzes geospatial and operations support information. 10. Conducts database requirements analysis. 11. Conducts research on data management and security standards. 12. Conducts data inventory for information system strategic planning. 13. Verifies the encoded or digitized data. 14. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities.								

4	One (1) Information Systems Researcher II	NAMRIAB-INFOSR2-4-1998	SG 14	PHP 33,843.00	CSC Minimum Requirement	Bachelor's degree relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	CS Professional Second Level Eligibility	Geospatial Information and Communications Technology Division (GICTD)
	Technical Competencies 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 5) Application Development								
	Job Description:	<ol style="list-style-type: none"> 1. Conducts preventive and corrective maintenance of ICT resources 2. Leads in the maintenance and installation of ICT resources 3. Assists in the monitoring and evaluating of ICT resources, projects and activities. 4. Installs, monitors, administers and secures the network system and other ICT resources and their performance. 5. Assists in ICT resource planning and research 6. Operates word processing, spreadsheet and other data encoding software 7. Encodes statistical or non-spatial data 8. Digitizes analogue data to geospatial data 9. Collects spatial and/or non-spatial data 10. Conducts client requirements assessment interviews 11. Assists in the design of research or survey questionnaires 12. Conducts Client Requirements Assessment (CRA) interviews 13. Maintains all documents related to IS research and analysis activities 14. Collects ICT related data for the Information System Strategic Program (ISSP) 15. Collects relevant data or information from the RAR for input to Database Design (DD)/System Design (SD) document 16. Assists in the translation of data/system analysis requirements into design specifications translates system analysis requirements into system design specifications with supervision. 17. Assists in writing, debugging, testing, and modifying application systems 18. Assists in the translation of system design document into application systems 19. Assists in the implementation and maintenance of application systems 20. Perform other related tasks as deemed necessary by the division chief/immediate supervisor. 								
5	One (1) Computer Maintenance Technologist II	NAMRIAB-CTMT2-2-1998	SG 15	PHP 36,619.00	CSC Minimum Requirement	Bachelor's degree relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	CS Professional Second Level Eligibility	Geospatial Information and Communications Technology Division (GICTD)
	Technical Competencies required	Has the ability to perform/execute technical competencies on: 1) Information and Communication Technology (ICT) Resource Management and possesses basic technical competencies on: 2) Database Build-up and Integration 3) System Research and Analysis 4) Data Base/System Management 5) Application Development								
	Job Description:	<ol style="list-style-type: none"> 1. Conducts preventive and corrective maintenance of ICT resources 2. Leads in the maintenance and installation of ICT resources 3. Assists in the monitoring and evaluating of ICT resources, projects and activities. 4. Installs, monitors, administers and secures the network system and other ICT resources and their performance. 5. Assists in ICT resource planning and research 6. Operates word processing, spreadsheet and other data encoding software 7. Encodes statistical or non-spatial data 10. Conducts Client Requirements Assessment (CRA) interviews 11. Collects ICT related data for the Information System Strategic Program (ISSP) 12. Collects relevant data or information from the RAR for input to Database Design (DD)/System Design (SD) document 13. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities. 								
6	One (1) Engineer II	NAMRIAB-ENG2-24-1998	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	Geospatial Information and Communications Technology Division (GICTD)
	Technical Competencies required	Has the ability to perform/execute technical competencies on: 1) Information and Communication Technology (ICT) Resource Management possesses basic technical competencies on: 2) Database Build-up and Integration 3) System Research and Analysis 4) Database/System Design 5) Application Development								
	Job Description:	<ol style="list-style-type: none"> 1. Conducts preventive and corrective maintenance of ICT resources 2. Leads in the maintenance and installation of ICT resources 3. Assists in the monitoring and evaluating of ICT resources, projects and activities. 4. Installs, monitors, administers and secures the network system and other ICT resources and their performance. 5. Assists in ICT resource planning and research 6. Operates word processing, spreadsheet and other data encoding software 7. Encodes statistical or non-spatial data 10. Conducts client requirements assessment (CRA) interviews. 12. Assists in the translation of data/system analysis requirements into design specifications ranslates system analysis requirements into system design specifications with supervision. 13. Assists in writing, debugging, testing, and modifying application systems 14. Collects ICT related data for the Information System Strategic Program (ISSP) 15. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities. 								
*** NOTHING FOLLOWS ***										



APPLICATION CHECKLIST

NAMRIA-RSP-Form04 Rev02

Checklist shall be submitted to HRMS for their verification

- ☐ 1. Application Letter (indicating the position being applied for and its corresponding item number)
- ☐ 2. PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017); csc.gov.ph
- ☐ 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)
- 5. Photocopies of the following:
 - ☐ 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*
 - ☐ 5.5 Certificate/s of Previous Employment*
 - ☐ 5.6 Service Record*
 - ☐ 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)

* If applicable

HRMS (signature)



APPLICATION CHECKLIST

NAMRIA-RSP-Form04 Rev02

Checklist shall be submitted to HRMS for their verification

- ☐ 1. Application Letter (indicating the position being applied for and its corresponding item number)
- ☐ 2. PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017); csc.gov.ph
- ☐ 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)
- 5. Photocopies of the following:
 - ☐ 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*
 - ☐ 5.5 Certificate/s of Previous Employment*
 - ☐ 5.6 Service Record*
 - ☐ 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)

* If applicable

HRMS (signature)