



LIST OF VACANT POSITIONS as of (JULY 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:** JUL 27 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.*



[Signature]
ATTY. JESSIE M. RACIMO
Chief, Administrative Division

[Signature]
Usec. PETER N. TIANGCO, PhD, CESO I
Administrator



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LIST OF VACANT POSITIONS as of JULY 2023
MAPPING AND GEODESY BRANCH (MGB) - (9) 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 Assistant I (Secretary I)	NAMRIAB-ADASI-11-2004	SG 07	PHP 18,620.00	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
	Technical Competencies required	Has the ability to perform/execute the following technical competencies on: Clerical/Secretarial/Executive Assistance Skills								
	Job Description:	<ol style="list-style-type: none"> 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 details 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 mentioned activities. 								
2	One (1) Engineer IV	NAMRIAB-ENG4-3-1998	SG 22	PHP 71,511.00	CSC Minimum Requirement	Bachelor's degree in Engineering relevant to the job	Three (3) years of relevant experience	Sixteen (16) hours of relevant training	RA 1080	Photogrammetry Division
	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								
	Job Description:	<ol style="list-style-type: none"> Assists the division chief in the planning and execution of all photogrammetric works (Digital Line Mapping, Image processing and enhancement and modelling). Provides suitable training program for the advancement of subordinates. Plans and prepares daily workloads of his section and assignments and supervises production of orthophoto/image maps, mosaics and line maps. Leads in the formulation and conduct of research programs to improve work operation. Prepares flight design and other necessary documents prior to aerial photographic mission. Maintains the large scale topographic and database. Updates map design in accordance to international standards for topographic and thematic map. Guides and instructs lower level cartographers in the compilation and design of topographic and thematic maps. Reviews and enhances maps before submission to higher supervisors. Devises a new work procedures and methods for application in the unit. Provides suitable technical training program for the advancement of staffs. Perform other related tasks as may be deemed necessary to carry out the above mentioned activities. 								
3	One (1) Engineer II	NAMRIAB-ENG2-8-1998	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
	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								
	Job Description:	<ol style="list-style-type: none"> Undertakes the production of orthophoto/image maps, georeferenced satellite images, differentially and conventionally rectified photo mosaics and managing of necessary computer programs. 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 georeferencing and classification of satellite imagery. Executes aerial triangulation measurements. Undertakes collection and recording of digital mapping projects. Calibrates and maintains photogrammetric instrument assigned. Designs cartographic symbols of geographic features for application on topographic and thematic maps. Reviews individual work for validity and accuracy of the technical details involved. Performs advance Computer Aided Design (CAD), GIS and cartographic/desktop publishing software operations. Performs field verification and validation. Performs cartographic enhancement of digital maps for publication. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities. 								