



LIST OF VACANT POSITIONS as of (FEBRUARY 2023)

NAMRIA-RSP-Form03 Rev05

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 24 2023

For queries, applicants may contact HRMS at 88105458.

ATTY. JESSIE M. RACIMO
Chief, Administrative Division

NAMRIA RECORDS MANAGEMENT SECTION
APPROVED FOR PUBLICATION
 BOARD
 N/A
 OTHER
BY:
OIC, Records Management Section
DATE: FEB 14 2023

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



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LIST OF VACANT POSITIONS as of FEBRUARY 2023 (JOB ORDER)
SUPPORT SERVICES BRANCH - (4) Vacant Position/s

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
1	One (1) Data Processor II	Not/Applicable		Php 12,921.00	High School Graduate or completion of relevant vocational/trade course	None Required	None Required	None Required	Engineering Services Division (ESD)
	Additional Competency required	1. Basic computer skills with proficiency in MS Word and Excel. 2. Basic knowledge in vehicle maintenance. 3. Experience in web-based management system.							
	Job Description:	1. Types correspondence, records and other relevant documents; 2. Sorts and records incoming and outgoing correspondence and documents; 3. Drafts reports and prepares correspondence, memoranda and circulars; 4. Undertakes related research work of the office; and 5. Performs other functions as may be assigned by the supervisor.							
2	One (1) Mechanic	Not/Applicable		Php 13,890.00	High School Graduate or completion of relevant vocational/trade course	None Required	None Required	None Required	Engineering Services Division (ESD)
	Additional Competency required	1. Knowledge in vehicle maintenance.							
	Job Description:	1. Performs preventive and corrective maintenance of NAMRIA vehicles; 2. Prepares and submits reports to his superior on repairs conducted; 3. Performs repair of NAMRIA vehicles; 4. Ensures roadworthiness of all NAMRIA vehicles; 5. Keeps and secures all NAMRIA tools and equipment; and 6. Performs other duties as may be assigned from time to time.							
3	One (1) Aircon Tech	Not/Applicable		Php 13,890.00	High School Graduate or completion of relevant vocational/trade course	None Required	None Required	None Required	Engineering Services Division (ESD)
	Additional Competency required	1. Knowledge in repair and maintenance of air-conditioning units 2. Preferably with NC II (TESDA Certification).							
	Job Description:	1. Assists in the operation maintenance and minor repair of refrigeration and airconditioning (RAC) equipment and other simple RAC works to ensure that cooling equipment are in good working condition at all times; 2. Inspects RAC equipment, facilities to determine and note repair work needed; and 3. Performs other tasks that may be assigned by the engineer from time to time.							
4	One (1) Utility Worker I	Not/Applicable		Php 11,748.00	High School Graduate	None Required	None Required	None Required	Engineering Services Division (ESD)
	Job Description:	1. General cleaning and maintenance of NAMRIA's pavement and ground; 2. Planting, watering and fertilizing of trees and plants, and general care of tree plantations and gardens; 3. In charge in the general cleanliness of office and its vicinity; 4. Collects and sorts garbage in accordance with the Solid Management Program of NAMRIA; and 5. Performs other tasks that may be assigned from time to time.							

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)



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