



# LIST OF VACANT POSITIONS as of (APRIL 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](http://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:** APR 28 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 APRIL 2023 (JOB ORDER)**

**RESOURCE DATA ANALYSIS BRANCH - (11) Vacant Position/s**

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
1	<b>One (1) Project Development Assistant IV</b>	Not/Applicable		<b>Php 18,549.00</b>	Bachelor's degree relevant to the job (preferably Comp. Science, IT or Engineering related courses)	None Required	None Required	(Preferably) CS Sub-Prof	Physiography and Coastal Resource Division (PCRD)
	Additional Competency required	<b>1. Computer literate preferably MS Office (Excel, Word &amp; Power Point).</b>							
	Job Description:	<ol style="list-style-type: none"> <li>1. Assists in digital conversion and compilation of the collected spatial and non-spatial data of the project ;</li> <li>2. Conducts archiving of digital outputs and project documents;</li> <li>3. Assists in the secondary data collection;</li> <li>4. Assists in the reproduction of maps and images produced in the project;</li> <li>5. Assist in the preparation of project reports and other related documents; and</li> <li>6. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.</li> </ol>							
2	<b>Five (5) Geographic Information Systems (GIS) Specialist I</b>	Not/Applicable		<b>Php 26,754.00</b>	Bachelor's degree relevant to the job (preferably Geodetic Engineering, Computer Science, Information Technology, Forestry and other related engineering courses)	Atleast three (3) months experience in GIS application (use of ARCGIS and other related softwares)	Atleast ten (10) hours of training related on GIS/MIS application	None Required	Land Classification Division (LCD)
	Additional Competency required	<ol style="list-style-type: none"> <li>1. Works on multiple thematic data in GIS application;</li> <li>2. Can handle digital conversion of analog maps;</li> <li>3. Knowledgeable in the processing of fireld reports (using ARCGIS, Autocad, and other related softwares);</li> <li>4. Must have good coommunication, documentation, and preparation skills;</li> <li>5. Must have experience in the development of a project that utilized Web Applications and Console Applications.</li> </ol>							
	Job Description:	<ol style="list-style-type: none"> <li>1. Scanning and georeferencing of analog Land Classification (LC) Maps, Regulatory and other reference maps using GIS software;</li> <li>2. Replotting/compilation of LC lines and corners in topographic maps;</li> <li>3. Collection of related thematic data;</li> <li>4. Review the positional accuracy, correctness and other properties of CCLOA shapefiles submitted by DAR and other reference maps gathered;</li> <li>5. Execute GIS integration and overlay of thematic layer such as Topographic Map, LC Collective CLOA (CCLOA), CADC, Protected Areas, Satellite imageries and other reference spatial data;</li> <li>6. Review and suitability analysis and make recommendation;</li> <li>7. Record findings/observations and make recommendation;</li> <li>8. Map layouting of processed CCLOA such as provincial control maps showing all the CCLOAs in AO size and cluster of CCLOA in A3 size;</li> <li>9. Assist in the training/presentation of findings to concerned Offices;</li> <li>10. Facilitate submission of CLOA shapefiles to DAR/Regional Offices and to other partner agencies;</li> <li>11. Manage CLOA shapefiles once received by NAMRIA;</li> <li>12. Integrate projected CLOA shapefiles into a common file database system;</li> <li>13. Create and maintain database of CLOA shapefiles; and</li> <li>14. Performs other related tasks as may deemed necessary to carry out the above mentioned activities.</li> </ol>							

	<p><b>Five (5) Geographic Information Systems (GIS) Specialist II</b></p>	<p>Not/Applicable</p>	<p><b>Php 32,053.00</b></p>	<p>Bachelor's degree relevant to the job (preferably Geodetic Engineering, Computer Science, Information Technology, Forestry and other related engineering courses)</p>	<p>Atleast one (1) year experience in land classification status verification using GIS as a tool</p>	<p>Atleast twenty (20) hours of training related on GIS/MIS application</p>	<p>None Required</p>	<p>Land Classification Division (LCD)</p>
<p>3</p>	<p>Additional Competency required</p>	<p><b>1. Works on multiple thematic data in GIS application;</b>  <b>2. Can handle digital conversion of analog maps;</b>  <b>3. Knowledgeable in the processing of fireld reports (using ARCGIS, Autocad, and other related softwares);</b>  <b>4. Must have good coomunication, documentation, and preparation skills;</b>  <b>5. Must have experience in the development of a project that utilized Web Applications and Console Applications.</b></p>						
	<p>Job Description:</p>	<p>1. Accuracy assessment of replotted LC lines and corners and the projected CCLOA;  2. GIS integration, overlay and analysis of thematic layers such as Topographic maps, replotted LC maps, CCLOAs, CADCs, Tenurial, Legal/Regulatory and other gathered reference maps;  3. Conduct review and evaluation on the projected CCLOA and determine its individual legal classification staus;  4. Perform analysis based on the set guidelines by following the process flows created for the project entitled "LC Status Verification Procedure for SPLIT Project and "Quality Assessment Procedure of CCLOA Datasets";  5. Record findings/observations and make recommendations;  6. Presentation of assessment reports to the concerned regions and to other partner agencies through workshop;  7. Quality checking of CCLOA shapefile attributes and printed Maps of CLOA before provision to concerned Offices;  8. Consolidation and maintenance of the overall accomplishment;  9. Prepare necessary reports related to SPLIT project; and  10. Performs other related tasks as may deemed necessary to carry out the above mentioned activities.</p>						
<p><b>***NOTHING FOLLOWS ***</b></p>								



# 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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