



## LIST OF VACANT POSITIONS as of AUGUST 2021

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](mailto: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) ([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 Civil Service Commission (CSC)  
or Career Service Eligibility (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.

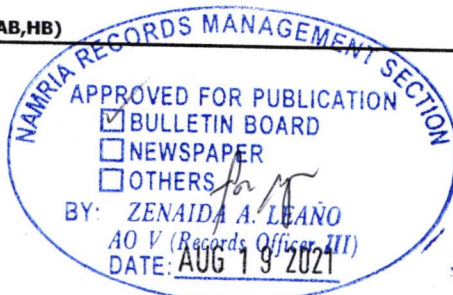
8. **DEADLINE OF APPLICATION:** AUG 31 2021

  
**ATTY. JESSIE M. RACIMO**  
OIC Chief, Administrative Division

For queries, applicants may contact HRMS at 88105458

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

LOVP 2021-008 (SSB,RDAB,HB)





**LIST OF VACANT POSITIONS as of AUGUST 2021**  
**SUPPORT SERVICES BRANCH (SSB) - ( 3 ) 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	<b>One (1) Administrative Officer IV (HRMO II)</b>	NAMRIAB-ADOFF4-10-2004	SG 15	PHP 33,575.00	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	Human Resource Management Section, Administrative Division (HRMS-AD)
	<b>Technical Competencies required</b>	<b>Has the ability to perform/execute Technical Competencies on: 1) Recruitment, Selection and Placement 2) Compensation, Benefits and Welfare Administration 3) Learning and Development</b>								
	<b>Job Description:</b>	1. Performs recruitment, selection and placement process to ensure that applicants meet the NAMRIA preferred requirements. 2. Prepares reports on evaluation results of applicants made by the Human Resource Merit Promotion and Selection Board (HRMPSB) based on prescribed template. 3. Reviews and evaluates credentials/qualifications of the applicants/employees based on position requirements and CSC guidelines to ensure getting the right people for the right jobs. 4. Assists the BPSB and the HRMPSB in their deliberation to adhere to the principles of merit and fitness and equality of promoting employees on the basis of their relative qualifications and competence to perform the duties and responsibilities of the functions. 5. Processes appointments and other documents in the placement of personnel for submission to CSC and inputting of data. 6. Identifies pertinent CSC rules to facilitate the recruitment, selection and placement process in the agency. 7. Arranges all learning logistics (venue, training materials, etc.) 8. Documents the learning activity. 9. Assists in the facilitation of the learning activity. 10. Maintains and updates learning database. 11. Gathers data pertinent to career pathing. 12. Implements the government's compensation, benefits and welfare policies in NAMRIA by evaluating the requirements and other supporting documents for the efficient processing of employee benefits and incentives and government mandated benefits. 13. Validates accuracy of performance ratings of all employees submitted to HRMS and prepares the annual performance review report as inputs to personnel actions. 14. Prepares, processes and verifies payroll, wages, RATA, salary adjustments, terminal leave claims, monetization and other employee benefits based on existing policies and guidelines. 15. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities								
2	<b>One (1) Administrative Assistant II (Plumber Foreman)</b>	NAMRIAB-ADAS2-10-2004	SG 08	Php 18,251.00	CSC Minimum Requirement	High School Graduate or Completion of relevant vocational/ trade course	One (1) year of relevant experience	Four (4) hours of relevant training	Plumber (MC 10, s. 2013 – Cat. II*)	Facilities and Maintenance Section, Engineering Services Division
	<b>Technical Competencies required</b>	<b>Has the ability to perform / execute the following technical competencies : 1.) Building Maintenance (Advance) 2.) Emergency Preparedness and Disaster Management (Intermediate)</b>								
	<b>Job Description:</b>	1. Maintains repair of water pipes, valve gates, hydrants and other simple plumbing works in toilets, sinks, fountains, faucets, showers and water meters to ensure its proper maintenance and care. 2. Inspects plumbing equipment, facilities to determine and note repair work needed. 3. Monitors status of plumbing equipment by the unit/office and implements preventive maintenance of each. 4. Trains others and identifies training needs to reinforce section's technical competency. 5. Conducts periodic inspections to determine and to assess hazards, risks within NAMRIA. 6. Coordinates with various stakeholders on the emergency preparedness and disaster management program. 7. Checks all available fire and safety equipment to ensure that it is operational and serviceable. 8. Performs other related tasks as deemed necessary by the division chief/immediate supervisor.								
3	<b>One (1) Administrative Officer II (Budget Officer I)</b>	NAMRIAB-ADOFF2-18-2004	SG 11	Php 23,877.00	CSC Minimum Requirement	Bachelor's degree relevant to the job	None Required	None Required	CS Professional Second Level Eligibility	Budget Section, Financial and Management Division (FMD)
	<b>Technical Competencies required</b>	<b>Has the ability to perform / execute the following technical competencies : 1.) General Accounting 2.) Budget Preparation 3.) Budget Administration and Control 4.) Financial Audit 5.) Operations Audit</b>								
	<b>Job Description:</b>	1. Prepares Budget Proposals based on the formulated guidelines. 2. Consolidates budget proposals submitted by departments/ divisions. 3. Analyzes and consolidates the data contained in the budgetary forms. 4. Conducts comparative analysis of current budget proposals vis-à-vis prior years' budget. 5. Prepares and computes special budget request covering terminal leave benefits and other personnel benefits. 6. Checks claims for adherence to checklist/s on budgetary requirements and completeness of supporting documents. 7. Identifies appropriate allotment charging of claims. 8. Gives advice to the office concerned relative to budgetary control. 9. Prepares obligation and balances based on allotment. 10. Reconciles monthly statement of allotment, obligation and balances with concerned office. 11. Prepares fund transfers to other operating units. 12. Performs other related tasks as deemed necessary by the division chief/immediate supervisor.								

\*\*\* NOTHING FOLLOWS \*\*\*



**LIST OF VACANT POSITIONS as of AUGUST 2021**[illegible]

