



LIST OF VACANT POSITIONS as of NOVEMBER 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 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)

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);

e.2) Certificate/s of Previous Employment;

e.4) Valid Professional License issued by PRC/SC/MARINA (as needed); 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.

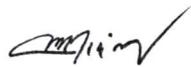
4. The email subject or title shall follow this format: **APPLICATION FOR <POSITION TITLE>_<ITEM NUMBER>_<Division/Branch><Full Name of Applicant>** (e.g. APPLICATION FOR ADMINISTRATIVE OFFICER II_NAMRIAB-ADOF2-17-2005_AD/SSB Maria Natividad)

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.

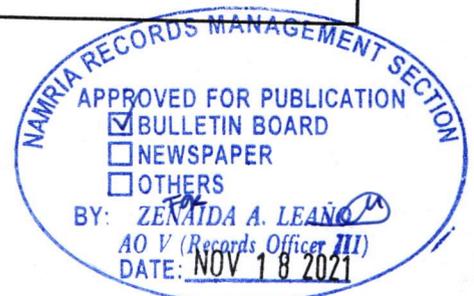
8. **DEADLINE OF APPLICATION:** NOV 29 2021


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 2021-009 (RDAB)





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RESOURCE DATA ANALYSIS BRANCH (RDAB) - (1) 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) Director II	NAMRIAB-DIR2-41998	SG 26	PHP 111,742.00	CSC Minimum Requirement	Master's Degree or Certificate in Leadership and Management from the CSC	Five (5) years of supervisory/leadership management experience	One Hundred Twenty (120) hours of supervisory/management learning and development intervention	Career Service Professional Second Level Eligibility	Office of the Director, Resource Data Analysis Branch (OD,RDAB)
	Technical Competencies required	Has the ability to perform/execute Leadership Competency/Management on the following: 1) Building Collaborative, Inclusive Working Relationships 2) Managing Performance and Coaching for Results 3) Leading Change 4) Thinking Strategically and Creatively 5) Creating and Nurturing a High Performing Organization								
	Job Description:	1. Provides over-all direction and management of the programs, projects and activities of the Resource Data Analysis Branch. 2.Recommends appropriate policies, strategies and programs to the Administrator in pursuance of the mandate of the Agency. 3. Performs such other duties as may be directed by the Administrator from time to time.								
*** NOTHING FOLLOWS ***										