



LIST OF VACANT POSITIONS as of SEPTEMBER 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 hmsrecruitment@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/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.

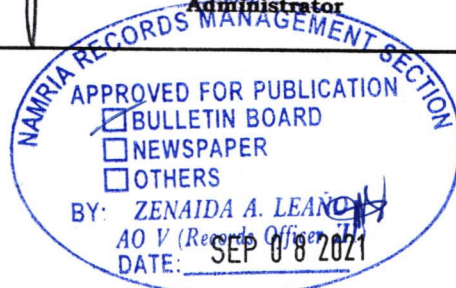
8. **DEADLINE OF APPLICATION:** SEP 17 2021


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 2021-011 JO (HB)





LIST OF VACANT POSITION as of SEPTEMBER 2021 (JOB ORDER)
HYDROGRAPHY BRANCH (HB) - (1) Vacant Position/s

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Relevant Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
1	One (1) TIDE OBSERVER	Not/Applicable		Php 12,019.00	Atleast 2nd year college level or Senior High School graduate	None Required	None Required	None Required	Primary Tide Station, Masinloc Zambales
	Additional Competency required	1. Knowledgeable in basic measurement readings; 2. Preferably with basic electrical/electronics background.							
	Job Description:	1. Maintains daily readings/recordings of tides, temperature and salinity; 2. Maintains the security of Masinloc Tide Station.							
*** NOTHING FOLLOWS ***									



PERSONNEL REQUISITION

NAMRIA-RSP-Form 011 Rev. 00

Position Title: TIDE OBSERVER - (Masinloc Primary Tide Station)

Division/ Branch: POD/HB

No. of Positions Requested: One (1)

Request Date:

Document Reference: Medium Term Staffing Plan 2020-2024

7/30/2021

Reason for the request: For daily readings/recordings of tides, temperature and salinity and for the security and maintenance of Masinloc Tide Station

Monthly Salary: Php 12,019.00


Funds shall be charged against:
POD Regular Funds

Additional Competency Required:

1. Atleast 2nd year college level or Senior High School graduate
2. Knowledgeable in basic measurement readings
3. Preferably with basic electrical/electronics background

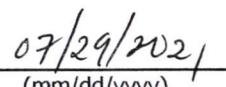
(Attach a separate sheet if necessary)

Requested by:


DENNIS B. BRINGAS

Chief, Physical Oceanography Division

Date:

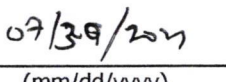

07/29/2021
(mm/dd/yyyy)

Recommended by:


Cdr. ANTONIO G. VALENZUELA Jr.

OIC-Director, Hydrography Branch

Date:

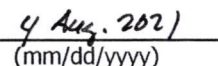

07/30/2021
(mm/dd/yyyy)

ACTION TAKEN

ENDORSED BY:


Atty. JESSIE M. RACIMO
OIC, Administrative Division

Date:


4 Aug. 2021
(mm/dd/yyyy)


NOEL R. VEGA
Chief, Financial and Management Division

Date:

(mm/dd/yyyy)

APPROVED/ DISAPPROVED:


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

Date:

(mm/dd/yyyy)