



# LIST OF VACANT POSITIONS as of JUNE 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](mailto: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](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.2) Certificate/s of Previous Employment;	e.4) Valid Professional License issued by PRC/SC/MARINA (as needed); and	e. 6) Service Record (for government employees);
		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:** JUL 02 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

JO-LOVP 2021-009 (RDAB)





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**LIST OF VACANT POSITIONS as of JUNE 2021 (JOB ORDER)**

**RESOURCE DATA ANALYSIS BRANCH (RDAB) - ( 2 ) Vacant Positions**

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	Not Applicable	PHP 18,549.00	Bachelor's Degree relevant to the job	Two (2) years of relevant Experience	Eight (8) hours of relevant Training	CSC Professional as required	Land Classification Division
	Additional Competency required	<b>Preferably IT, Computer Science, Forestry or other related Science courses. Atleast with relevant experience in the GIS Application</b>							
	Job Description:	1. Assist in the client request monitoring and tracking; 2. Assist in the secondary data collection; 3. Assist in digital conversion and compilation of the collated spatial and non-spatial data of the project; 4. Assist in databasing and archiving of project output; and 5. Perform other related tasks as may be deemed necessary to carry out the above mentioned activities.							
2	<b>One (1) Data Processor III</b>	Not Applicable	Not Applicable	PHP 13,890.00	Completion of Two (2) years studies in collage relevant to the job	Two (2) years of relevant Experience	Eight (8) hours of relevant Training	None Required	Land Classification Division
	Additional Competency required	<b>Preferably IT, Computer Science, Forestry or other related science courses.</b>							
	Job Description:	1. Assist in client's request (map sales) pertaining to Land Classification Map and other related stuff ; 2. Conduct encoding of Technical Description and other related LC documents; 3. Conduct archiving of external client request, product evaluation and letter request in NAMRIA Products and Service Information System (NPASIS) ; 4. Perform other related tasks as may be deemed necessary to carry out the above mentioned activities.;							
<b>** NOTHING FOLLOWS **</b>									