



## LIST OF VACANT POSITIONS as of SEPTEMBER 2019

NAMRIA-RSP-Form01 Rev01

*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. By 2020, our vision is to be the center of excellence, building a geospatially-empowered Philippines.

### APPLICATION GENERAL GUIDELINES

1. All **qualified applicants** are invited to submit the following application documents in **HARD and ELECTRONIC copies** (per position applied for). Hard copies shall be submitted to the **Human Resource Management Section (HRMS), 2F NAMRIA Main Bldg., Lawton Ave. Fort Andres Bonifacio, Taguig City**, while electronic copy shall be emailed at **hrms@namria.gov.ph**

a. **Application letter**, indicating the vacant position being applied for and its corresponding item number addressed to:

**Usec. PETER N. TIANGCO, PhD**  
**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. Photocopy of two (2) recent **Individual Performance Commitment and Review (IPCR)** Form (for government employees); and

e. Other **Application Documents**:

e.1) Photocopy of Certificates of Trainings Attended;

e.3) Civil Service Commission-Authenticated Career Service Eligibility (as needed);

e.5) Photocopy of College Diploma and Transcript of Records (TOR).

e.2) Certificate/s of Previous Employment;

e.4) Photocopy of Valid Professional Regulation Commission (PRC) License (as needed); and

2. The **original copy** of photocopied document shall be presented for HR authentication.

3. The hard copy of documents shall be placed in a **long brown envelope with the Application Checklist (See posting attachment)**

4. External applicants shall download and accomplish the **Applicant's Qualification form** (<http://www.namria.gov.ph/downloads/hr/applicantqualificationform.xlsx>) and email it along with the required documents to [hrms@namria.gov.ph](mailto:hrms@namria.gov.ph) with **APPLICATION FOR (POSITION- DIVISION)** as email subject.

5. Only applications submitted on time and with **COMPLETE DOCUMENTARY REQUIREMENTS** shall be **ACCEPTED**.

6. The Personal Data Sheet (PDS) and other documentary requirements submitted shall only be used for the position applied for. A maximum of three (3) positions can be applied for. **Applicants must submit one (1) set of documentary requirements for every position applied for.**

7. The submitted application documents (hard and electronic copies) 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 16 2019

9. **Acceptance** of application shall be from **1:00 pm till 5:00 pm**.

For queries, applicants may contact HRMS at 8105458

  
**CONCEPCION A. BRINGAS**  
Chief, Administrative Division

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



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**LIST OF VACANT POSITIONS as of SEPTEMBER 2019  
HYDROGRAPHY BRANCH (HB) - One (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
	<b>One (1) Cartographer II</b>	NAMRIAB-CGR2-40-1998	SG 8	Php 16,758	Competency-Based Qualification Standard	Completion of two (2) years studies in college or High School Graduate with relevant voc'l. course	One (1) year of relevant experience	Four (4) hours of relevant training	Cartographer (MC 10 s.2013)	Nautical Charting Division
1	Technical Competencies required	Has the ability to perform/execute technical competencies on Nautical Cartography								
	Job Description:	1. Has knowledge of IHO Chart Standards and Specifications. 2. Identifies, verifies and applies chart corrections. 3. Processes raster backdrop and produces initial vector chart. 4. Gathers data and navigational information applicable to chart compilation and/or updating. 5. Knows how to convert file formats from paper chart to ENC. 6. Identifies non-essential features on the paper chart to be deleted on the ENC. 7. Creates cell boundary. 8. Sets metadata objects. 9. Performs other related tasks as may be deemed necessary to carry out the above mentioned activities.								
				***	<b>NOTHING FOLLOWS</b>			***		