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 Attachment - Work Experience Sheet) (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 CSC or 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:** _____0 3 APR 2024_____

For queries, applicants may contact HRMS at 88105458

Pursuant to CSC MC No. 07, s. 2014, Person with Disabilities (PWDs) are encouraged to apply.

APPROVED FOR PUBLICATION
☑BULLETIN BOARD
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☐OTHER
BY: Manuel G. Talamayan Jr.
OIC, Records Management Section
DATE: MAR 2 0 2024

ATTY. JESSIE M. RACIMO
Chief, Administrative Division

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

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LIST OF VACANT POSITIONS as of MARCH 2024
GEOSPATIAL INFORMATION SYSTEMS MANAGEMENT BRANCH (GISMB) - (8) 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) Information Technology Officer II**	NAMRIAB-ITO2-3-1998	SG 22	PHP 71,511.00	CSC Minimum Requirement	Bachelor's degree relevant to the job	Three (3) years of relevant experience	Sixteen (16) hours of relevant training	CS Professional Second Level Eligibility	Geospatial Database Management Division (GDMD)
	Technical Competencies required				Has the ability to perform/execute technical competencies on: 1.) Database Build-up and Integration; 2) System Research and Analysis; and 3) Database/System Design					
	Job Description:				1. Monitors the activities in the development of enterprise databases, metadatabases, and data catalogues. 2. Verifies outputs of database-related activities. 3. Verifies and implements data management and security standards. 4. Monitors the system research and analysis activities. 5. Verifies the assessment, analysis, and technical documentation. 6. Introduces and recommends database design-related standards, policies, and plans. 7. Verifies the results of database/system design. 8. Leads the conduct of IS strategic planning. 9. Conducts coaching and mentoring on database design and documentation.					
2	**One (1) Information Officer V**	NAMRIAB-INFO5-2-1998	SG 24	PHP 90,078.00	CSC Minimum Requirement	Master's Degree or Certificate in Leadership and Management from the CSC	Four (4) years of supervisory/ leadership management experience	Forty (40) hours of supervisory/ management learning and development intervention	CS Professional Second Level Eligibility	Geospatial Information Services Division (GISD)
	Technical Competencies required				Has the ability to perform/execute technical competencies on: 1.) Media Production 2) Information, Education, and Communication (IEC) and Partnership Management 3) Client Service 4) Geomatics Training Management and 5) Archiving					
	Job Description:				1. Prepares plans and programs for media production projects 2. Reviews all submitted proposals, designs, reports, and media materials 3. Recommends public information activities to improve public understanding and support for NAMRIA programs and projects 4. Formulates plans and policies for promotion and marketing of NAMRIA products and services 5. Guides and leads others in the effective management of an IEC and partnership project 6. Optimizes outcome of events through the identification of supportive partners, effective utilization of resources (expertise, logistics, etc.), and appropriate timing in the management of an IEC and partnership project 7. Establishes, maintains, and sustains linkages with other agencies 8. Plans and monitors the administration and operation of the Geomatics Training Center (GTC) 9. Recommends approval of the course content/design for the GTC 10. Develops training policies that establish guidelines for all training functions 11. Recommends approval of changes in registration and other training-related fees 12. Plans, monitors, and evaluates archival projects and activities related to Republic Act (RA) No. 9470, series of 2007, "An Act to Strengthen the System of Management and Administration of Archival Records, Establishing for the Purpose the National Archives of the Philippines, and for other purposes 13. Recommends projects, policies, methods of preservation, and activities to higher authorities related to RA 9470					
3	**One (1) Media Production Specialist I**	NAMRIAB-MPXS1-1-1998	SG 11	PHP 27,000.00	CSC Minimum Requirement	Bachelor's degree relevant to the job	None Required	None Required	CS Professional Second Level Eligibility	Geospatial Information Services Division (GISD)
	Technical Competencies required				Has the ability to perform/execute technical competencies on: 1.) Media Production 2) Information, Education, and Communication (IEC) and Partnership Management 3) Client Service 4) Geomatics Training Management 5) Archiving					
	Job Description:				1. Gathers data and writes basic news articles, captions, headlines, simple written communications, including invitations for media coverage of agency-related programs, projects, and activities 2. Performs basic photography and videography including proper care and maintenance of cameras and other accessories 3. Performs basic photo and video editing 4. Transcribes proceedings in NAMRIA media-related engagements 5. Prepares promotional and training materials and coordinates tours/visits/workshops/training 6. Provides logistics and technical support before and during the training 7. Encodes and tabulates training participants' profile/evaluation questionnaires and client order slips and feedback 8. Conducts inventory of archival collection and assists in the preservation of archival materials					

#	Position	Plantilla Item No.	SG	Monthly Salary	CSC Minimum Requirement					Division
						Education	Experience	Training	Eligibility	
4	One (1) Media Production Assistant	NAMRIAB-MPXAS-2-1998	SG 08	PHP 19,744.00	CSC Minimum Requirement	Completion of two (2) years studies in college	One (1) year of relevant experience	Four (4) hours of relevant training	CS Sub-Professional First Level Eligibility	Geospatial Information Services Division (GISD)

Technical Competencies required: Has the ability to perform/execute technical competencies on: 1.) Media Production 2) Information, Education, and Communication (IEC) and Partnership Management 3) Client Service 4) Geomatics Training Management and 5) Archiving

Job Description:
1. Gathers data and writes basic news articles, captions, headlines, simple written communications.
2. Performs basic photography and videography including proper care and maintenance of cameras and other accessories
3. Prepares promotional and training materials and coordinates tours/visits/workshops/training
4. Provides logistics and technical support before and during the training
5. Encodes and tabulates training participants' profile/evaluation questionnaires and client order slips and feedback
6. Conducts inventory of archival collection

#	Position	Plantilla Item No.	SG	Monthly Salary	CSC Minimum Requirement					Division
5	Two (2) Computer Programmer II	NAMRIAB-COMPRO2-1-1998 / NAMRIAB-COMPRO2-2-1998	SG 15	PHP 36,619.00	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	Geospatial Systems Development Division (GSDD)

Technical Competencies required: Has the ability to perform/execute technical competencies on: 1) Application Development; 2) System Research and Analysis; 3) Database Build-up and Integration and posesses basic technical competencies on: 4) Database/System Design

Job Description:
1. Writes, debugs, tests, and modifies application systems.
2. Helps implement and maintain application systems.
3. Checks the operations and functionalities of application systems.
4. Conducts client requirements assessment.
5. Assists in database/system requirements analysis.
6. Conducts research on data management and security standards.
7. Conducts data inventory for information system strategic planning.
8. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities.

#	Position	Plantilla Item No.	SG	Monthly Salary	CSC Minimum Requirement					Division
6	One (1) Computer Maintenance Technologist II	NAMRIAB-CTMT2-1-1998	SG 15	PHP 36,619.00	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	Geospatial Information and Communications Technology Division (GICTD)

Technical Competencies required: Has the ability to perform/execute technical competencies on: 1) Information and Communications Technology (ICT) Resource Management and possesses basic technical competencies on 2) System Research and Analysis

Job Description:
1. Conducts preventive and corrective maintenance of ICT resources
2. Leads in the maintenance and installation of ICT resources
3. Assists in the monitoring and evaluating of ICT resources, projects and activities.
4. Installs, monitors, administers and secures the network system and other ICT resources and their performance.
5. Assists in ICT resource planning and research
6. Operates word processing, spreadsheet and other data encoding software
7. Collects ICT-related data for the Information System Strategic Program (ISSP)

#	Position	Plantilla Item No.	SG	Monthly Salary	CSC Minimum Requirement					Division
7	One (1) Information Systems Researcher II	NAMRIAB-INFOSR2-4-1998	SG 14	PHP 33,843.00	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	Geospatial Information and Communications Technology Division (GICTD)

Technical Competencies required: Has the ability to perform/execute technical competencies on: 1) Information and Communication Technology (ICT) Resource Management and 2) System Research and Analysis

Job Description:
1. Conducts preventive and corrective maintenance of ICT resources
2. Leads in the maintenance and installation of ICT resources
3. Assists in the monitoring and evaluating of ICT resources, projects and activities.
4. Installs, monitors, administers and secures the network system and other ICT resources and their performance.
5. Assists in ICT resource planning and research 6. Operates word processing, spreadsheet and other data encoding software
7. Assists in the design of research or survey questionnaires
8. Maintains all documents related to IS research and analysis activities
9. Collects ICT-related data for the Information System Strategic Program (ISSP)

*** NOTHING FOLLOWS ***

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LIST OF VACANT POSITIONS as of MARCH 2024
MAPPING AND GEODESY BRANCH (MGB) - (10) 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) Cartographer IV**	NAMRIAB-CGR4-2-1998	SG 15	PHP 36,619.00	CSC Minimum Requirement	Completion of two (2) years studies in college or High School Graduate with relevant vocational/ trade course	Three (3) years of relevant experience	Sixteen (16) hours of relevant training	CS Sub-Professional First Level Eligibility/ Cartographer (MC 10 s. 2013)	Cartography Division (CD)
	Technical Competencies required				**Has the ability to perform/execute technical competencies on: 1) Cartographic Enhancement 2) Photogrammetric Mapping 3) Geodetic Survey and 4) Reprography and Printing**					
	Job Description:				1. Performs cartographic enhancement of digital maps for publication; 2. Performs field verification, validation, and completion surveys; 3. Designs cartographic symbols of geographic features for application on topographic and thematic maps; 4. Reviews individual work for validity and accuracy of the technical details involved; 5. Provides guidance and instructions to junior cartographers in the compilation and designs of topographic and thematic maps; 6. Performs, utilizes, develops, and implement advanced mapping techniques, tools, and methodologies for complex mapping tasks; 7. Assists in preparing of plans and programs in the Section/Division; and 8. Performs other related tasks as may be deemed necessary to carry out the above-mentioned activities.					
2	**One (1) Cartographer I**	NAMRIAB-CGR1-9-1998	SG 06	PHP 17,553.00	CSC Minimum Requirement	Completion of two (2) years studies in college or High School Graduate with relevant vocational/ trade course	None Required	None Required	CS Sub-Professional First Level Eligibility/ Cartographer (MC 10 s. 2013)	Cartography Division (CD)
	Technical Competencies required				**Has the ability to perform/execute technical competencies on: 1) Cartographic Enhancement 2) Photogrammetric Mapping 3) Geodetic Survey and 4) Reprography and Printing**					
	Job Description:				1. Performs basic map operations using GIS (Geographic Information System) software; 2. Collects and prepares spatial data for mapping purposes; 3. Assists in digital conversion of paper maps; 4. Assists in creating and updating geographic databases; 5. Assists in the conduct of field verification, validation, and completion surveys; and 6. Performs other related tasks as may be deemed necessary to carry out the above-mentioned activities.					
3	**Two (2) Engineering Assistant**	NAMRIAB-ENGAS-8-2014; NAMRIAB-ENGAS-6-2014	SG 08	PHP 19,744.00	CSC Minimum Requirement	Completion of two (2) years studies in college	One (1) year of relevant experience	Four (4) hours of relevant training	CS Sub-Professional First Level Eligibility	Geodesy Division (GD)
	Technical Competencies required				**Has the ability to perform/execute technical competencies on: 1) Geodetic Survey and possesses basic technical competencies on: 2) Photogrammetric Mapping 3) Cartographic Enhancement and 4) Reprography and Printing**					
	Job Description:				1. Familiar with basic geodetic data collection 2. Has knowledge in using surveying equipment 3. Understanding of basic geodetic concepts and principles 4. Has basic knowledge in computer operation 5. Perform other related tasks as may be deemed necessary to carry out the above mentioned activities					

#	Position	Item No.	SG	Salary	CSC Minimum Requirement	Education	Experience	Training	Eligibility	Division
4	One (1) Engineer II	NAMRIAB-ENG2-3-1998	SG 16	PHP 39,672.00	CSC Minimum Requirement	Bachelor's degree in Engineering relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	RA 1080	Photogrammetry Division (PD)

Technical Competencies required: Has the ability to perform/execute technical competencies on: 1) Photogrammetric Mapping 2) Cartographic Enhancement and possesses basic technical competencies on: 3) Geodetic Survey 4) Reprography and Printing

Job Description:
1. Undertakes the production of orthophoto/image maps, georeference and orthorectify satellite images and mosaics and managing of necessary computer programs.
2. Prepares map and satellite image indeces and assists in the evaluation and verification of the quality of aerial and imageries acquired, and classification of satellite images.
3. Execute Image processing operation that includes measurements of ground control points (GCP) and Image Control Points (ICPs), image rectification, pan-sharpening of satellite images, seam line editing, mosaicking, and tiling.
4. Undertakes collection and recording of digital mapping projects.
5. Designs cartographic symbols of geographic features for application on topographic and thematic maps.
6. Reviews individual work for validity and accuracy of the technical details involved.
7. Performs advance Computer Aided Design (CAD), GIS and cartographic/desktop publishing application software operations.
8. Performs field verification and validation.
9. Performs cartographic enhancement of digital maps for publication.
10. Performs other related tasks as may be deemed necessary to carry out the abovementioned activities.

#	Position	Item No.	SG	Salary	CSC Minimum Requirement	Education	Experience	Training	Eligibility	Division
5	One (1) Cartographer III	NAMRIAB-CGR3-2-1998	SG 11	PHP 27,000.00	CSC Minimum Requirement	Completion of two (2) years studies in college or High School Graduate with relevant vocational/ trade course	Two (2) years of relevant experience	Eight (8) hours relevant training	CS Sub-Professional First Level Eligibility/ Cartographer (MC 10 s. 2013)	Photogrammetry Division (PD)

Technical Competencies required: Has the ability to perform/execute technical competencies on: 1) Photogrammetric Mapping and possesses basic technical competencies on: 2)Cartographic Enhancement 3) Geodetic Survey and 4) Reprography and Printing

Job Description:
1. Designs cartographic symbols of geographic features for application on topographic and thematic maps.
2. Performs cartographic enhancement of digital maps for publication.
3. Reviews individual work for validity and accuracy of the technical details involved.
4. Performs advance Computer Aided Design (CAD), GIS and cartographic/desktop publishing software operations.
5. Performs field verification and validation.
6. Performs aerial photo and satellite image interpretation.
7. Performs cartographic enhancement on digital topographic files for mass production and/or print-on-demand of maps.
8. Gathers secondary geographic information in the field.
9. Integrates, compiles, digitizes, encodes and verifies field gathered survey data to the digital topographic base map data files.
10. Perform other related tasks as deemed necessary to carry out the above mentioned activities.

#	Position	Item No.	SG	Salary	CSC Minimum Requirement	Education	Experience	Training	Eligibility	Division
6	One (1) Cartographer II	NAMRIAB-CGR2-22-1998	SG 08	PHP 19,744.00	CSC Minimum Requirement	Completion of two (2) years studies in college or High School Graduate with relevant vocational/ trade course	One (1) year of relevant experience	Four (4) hours of relevant training	CS Sub-Professional First Level Eligibility/ Cartographer (MC 10 s. 2013)	Photogrammetry Division (PD)

Technical Competencies required: Has the ability to perform/execute technical competencies on: 1) Cartographic Enhancement 2) Photogrammetric Mapping and possesses basic technical competencies on: 3) Geodetic Survey and 4) Reprography and Printing

Job Description:
1. Assists in the cartographic enhancement of digital topographic files for mass production of maps.
2. Assists in the field data gathering of secondary geographic information.
3. Assists in plotting, digitization, encoding and verification of field gathered survey data and attributes to the digital topographic base map data files.
4. Maintains and physically arrange map files and archives in the Section/Division.
5. Perform other related tasks as deemed necessary to carry out the above mentioned activities.

#	Position	Item No.	SG	Salary	CSC Minimum Requirement	Education	Experience	Training	Eligibility	Division
7	One (1) Supervising Pressman V	NAMRIAB-SVPM-1-1998	SG 16	PHP 39,672.00	CSC Minimum Requirement	Highschool Graduate	Four (4) years of relevant experience	Twenty-four (24) hours of relevant training	Pressman (MC 10 s. 2013)	Reprography and Printing Division (RPD)

Technical Competencies required: Has the ability to perform/execute technical competencies on: 1) Reprography and Printing and possesses basic technical competencies on: 2) Cartographic Enhancement 3) Geodetic Survey 4) Photogrammetric Mapping

Job Description:
1. Supervises printing reproduction.
2. Supervises the mixing of ink and checks final color.
3. Sets up quality control system to ensure that production work is done within standards.
4. Supervises the preventive maintenance of all equipment/machineries in the unit to minimize down time.
5. Plans work schedules for maximum performance and utilization of equipment.
6. Prepare reports of the activities of staff.
7. Perform other related tasks as may be deemed necessary to carry out the above mentioned activities.

8	**One (1) Administrative Aide VI (Clerk III)**	NAMRIAB-ADA6-19-2 004	SG 06	PHP 17,553.00	CSC Minimum Requirement	Completion of two (2) years studies in college	None Required	None Required	CS Sub-Professional First Level Eligibility	Reprography and Printing Division (RPD)
	Technical Competencies required		**Has the ability to perform/execute the following technical competencies on: Clerical/Secretarial/Executive Assistance Skills and posses basic knowledge in Reprography and Printing.**							
	Job Description:	**1. Coordinates with different units/offices and agencies programs and activities for specific end-users and purposes.** 2. Drafts routine business correspondence for review of superior. 3. Assists in meetings and prepares minutes of the meeting. 4. Reviews, verifies and maintains information into databases. 5. Researches the deatils in resolving issues, analyzes findings, prioritizes and categorizes alternatives. 6. Discusses other concerns with superior. 7. Implements record management processes for the executive/office. 8. Perform other related tasks as may be deemed necessary to carry out the above mentiones activities.								
9	**One (1) Head Pressman**	NAMRIAB-HPMAN-1-1 998	SG 13	PHP 31,320.00	CSC Minimum Requirement	Highschool Graduate	Three (3) years of relevant experience	Sixteen (16) hours of relevant training	Pressman (MC 10 s. 2013)	Reprography and Printing Division (RPD)
	Technical Competencies required	**Has the ability to perform /execute the following technical competencies: 1.) Reprography and Printing and possesses basic technical competencies on: 2) Cartographic Enhancement**								
	Job Description:	1. Operates various printing equipment. 2. Performs color conversion and adjustment in data processing of maps and nautical charts. 3. Performs maintenance of printing equipment. 4. Applies registration system on topographic and administrative maps and nautical charts layout. 5. Performs adjustment and pre-setting of offset printing machine. 6. Evaluate samples of reproduced copies for quality assurance. 7. Determine different types of paper to be used in printing /mass printing. 8.Operates Computer-to-Plate printing equipments.								
	*** NOTHING FOLLOWS ***									